

# DUXFORD PRESCHOOL

England & Wales · Charity number 1165461

## Details

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Other names	DUXFORD PLAYGROUP
Status	Registered
Legal form	CIO
Registered	2016-02-08
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Duxford C of E Community Primary Sc St. Johns Street Duxford Cambridge CB22 4RA
Phone	01223830459
Email	<a href="mailto:manager@duxfordpreschool.org.uk">manager@duxfordpreschool.org.uk</a>
Website	<a href="http://www.duxfordpreschool.org.uk">www.duxfordpreschool.org.uk</a>

## Activities

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**Objects:** THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Duxford Preschool is a small, welcoming and vibrant Ofsted-registered preschool that cares for children from the age of two years and three months to five years old.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£191,804	£131,726	-	-
2023-08-31	£115,666	£147,726	-	-
2022-08-31	£119,736	£91,819	-	-
2021-08-31	£94,089	£91,947	-	-
2020-08-31	£103,275	£84,368	-	-

## Trustees

Name	Role	Appointed
<b>STEPHEN BURGESS</b>	Chair	2016-10-01
Catherine Frances Dunn		2022-01-21
Fabiana DeOliveiria Delcanton		2025-10-13
Karla Marwood		2023-07-04
Kayleigh Orrock		2024-11-18
Kelly McClain Hathaway		2025-10-13
Sophie Eyeington		2025-10-13
Zoey Rigaut-Demartino		2025-10-13

**DUXFORD PRESCHOOL**

England & Wales - Charity number 1165461

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# Accounts

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**DUXFORD PRESCHOOL**

**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2024**

Principal Address:

c/o Duxford Primary School  
St John's Street  
Duxford  
CB22 4RA

Independent Examiner:

Rebecca Coles  
Newton Hall,  
Town Street, Newton,  
Cambridge, CB22 7ZE

A charitable incorporated organisation registered in England and Wales  
Registered Charity no: 1165461  
OFSTED Unique Reference no: EY50063



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	09	2023		31	08	2024

## Section A Reference and administration details

**Charity name** Duxford Preschool

**Other names charity is known by**

**Registered charity number (if any)** 1165461

**Charity's principal address**

Sunshine Room  
Duxford C of E Community Primary School  
St. Johns Street  
Duxford, Cambridge  
**Postcode** CB22 4RA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	01.10.16 to present day	
2	Natalie Hanlon	Treasurer	07.03.19 to 12.09.2024	
3	Catherine Dunn	Trustee	21.01.22 to present day	
4	Karla Marwood	Trustee	04.07.23 to present day	
5	Alice Thompson	Trustee	04.07.23 to present day	
6	Charlotte Tomlinson	Trustee	04.07.23 to present day	
7	Kayleigh Orrock	Trustee	18.11.24 to present day	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Sienna Carter	Cambridge County Council

### Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Katie Draper

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 <sup>th</sup> January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues, are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk, and we use risk assessments in relation to trips, activities, and equipment.

**Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Overview**

During the 2023-2024 period, the Preschool continued to open for 38 weeks of the year, offering up-to 30 hours of early years education and care to children 2 ¼ to 5 years old. We have continued to offer 15/30 hours per week free of charge to eligible children as part of the central government's Early Years Funding program. In addition, we offer private places to those families who do not yet qualify for funding.

Following 3 years of living in temporary accommodation and a very busy summer setting up the new building, we opened our doors in September to the beginning of the first year in our new home. News of the 'new' Preschool seemingly spread far and wide with a significant increase in the number of applications for places to attend the setting. We started the year at 80% capacity (2023: 76%), which by the summer term had increased to 100% occupancy (2023: 97%). Of the 39 children on roll, 20 children left to move onto reception at the end of the Summer Term with 19 children remaining for the Autumn Term 2024.

With the new building, our wonderful staff continued to provide the children with first class support and early years education, offering a wide variety of opportunities to extend the children's learning through open-ended activities and encouraging them to become curious and independent learners. This effort was recognised by Ofsted in March 2024 when we were inspected for the first time in 6 years, who awarded us the prestigious 'Outstanding' rating. The team worked exceptionally hard to achieve this grading and it was wonderful to receive the recognition for this effort.

It would be easy to relax following this achievement, but the Preschool is determined to make an ongoing effort to improve both the level of care provided to the children and the business practices employed by the Preschool. The senior management team continually seek to further their knowledge through involvement in groups and forums and undertake additional CPL regularly. In addition to listening to staff and Committee members, the families are invited to give feedback using the annual questionnaire, the result of which are incorporated into practice.

With the news of our grading circulating in the community, together with the roll out of funding to children aged 9m and over, the Preschool has seen a steady number of applications for future places over the year. We have noticed that the funding roll-out has changed the dynamic of the applications we are receiving. Parents are applying from outside the local area in an attempt to secure a place due to the national shortage of spaces; children are joining at a younger age as they now are entitled to funding and in many cases are applying in advance of the child being born! As a result of this increased interest, we decided to refine our admissions criteria to ensure that priority is given to local families as well as those who are only entitled to 'universal' hours at the age of 3, to ensure we continue to meet our charitable aims.

**Staffing**

The senior management team for the entirety of the 2023-2024 academic year comprised the Manager, two Deputies and the Business Manager. There were also 4 staff members working as Preschool Practitioners, which brings the total number of staff to 8. Unfortunately, as the end of the year, the Business Manager moved out of the area and as a result resigned. However, it was agreed that she would continue to provide Bookkeeping support, (including the funding claims and invoicing) on a self-employed home-working basis until a new Administrator or Business Manager was recruited. We continue to strongly

believe in the continuing professional development of our Staff and provided considerable opportunities for them to refresh their knowledge and qualifications in:

- Basic Child Protection including Prevent and FGM
- Food Hygiene L2
- Paediatric First Aid
- ENCO
- SENCo

The management team also attend termly Leadership & Governance Briefings, and Early Years Foundation Forums provided by the Local Authority.

### **Fees**

We made a small increase to our fee rate during the year (£7.25 for 2-year-olds and £6.75 for 3/4-year-olds) and also received a small increase in our rate of funding from the Local Authority for 3- and 4-year-olds (to £5.40 from £5.14), but there was a decrease in the 2-year rate (to £8.00 from £8.12). Unfortunately, Saw The Fair Funding and Consumables Supplement continued to be paid by 68% of families voluntarily, which was an increase from 44% in 2023.

### **Fundraising**

As the reserves of the Preschool now exceed the reserves policy, the Preschool did not formally undertake any fundraising activities, with the exception of running a small teddy tombola at the village "DuxFest" event in July which raised £58 (£28.90 after expenses). Together with the annual commission from Preschool photographs (£71.26), the sale of unwanted Preschool equipment (£635), and cashback from the purchase of a new printer (£80), we raised a further £786.26 from non-operating activities.

### **Future**

We currently have a reasonable number of children on the waiting list to join the Preschool in during the 24-25 academic year which is a great position to be in. However, our rate of growth could be limited if we're unable to recruit staff as we continue to have very little interest from suitable candidates for Practitioner Roles that have been advertised and have instead had to recruit unqualified staff which has implications on our staffing ratios. This staffing difficulty reflects other settings' experiences up and down the country, and recruitment is likely to be our biggest challenge during the coming academic year, especially following the roll out of the funding scheme to offer funded hours to the children of families where both parents are working from 9 months old. as anticipated last year, this has resulted in a surge of applications from families of children aged 2 years.

Increasing the number of children in this age bracket presents a number of challenges: children require far more support especially with intimate care and their PSED which in turn affects staff deployment. Additionally, the child:staff ratio is reduced to 4:1 which results in us being able to offer fewer places for the same number of staff. If we are unable to increase our staffing, then we will have difficulty in offering places to families on our waiting list and will be unable to support our local community with their childcare needs.

The funding rates set by central government continue to be at a level lower than the actual running costs of the setting. As more children are accessing funded hours, our income is naturally limited. When combined with the significant increases to the National Minimum Wage that have been made over the past few years, a careful eye must be kept on ensuring the Preschool remains sustainable.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Given the increase in the operational costs of the Preschool, the Preschool's Reserves Policy has been updated to keep reserves of approximately £45,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Accumulated funds now exceed the Early Years Alliance recommendation to hold 3 months' running costs in reserve. The Preschool Trustees will now begin measures to re-invest this surplus back into the charity to further its aims (i.e. to benefit the children). However, any decisions made will be mindful of the changing landscape of the Early Years Sector and will ensure that regard is given to the long-term sustainability of the setting.

### Details of any funds materially in deficit

None.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2023-2024 year with an unrestricted surplus of income over expenditure of £60,077.51. The balance of reserves brought forward on 01/09/23 was £70,238.85 and the balance carried forward has therefore been increased to £130,316.36 as of 31/08/24.

Over the period, income totalled £191,803.80 (2023: £115,666.13), an increase of £76,137.67. It should be noted however, that during the year we received a payment of £48,922.01 from the Local Authority towards the garden refurbishment that had been undertaken in the prior financial year. Adjusting for this non-recurring income, there would have been a year-on year increase of £27,215.66 in income from operating activities.

The Charity's principal source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This 'early years funding' income totalled £106,191.35 (2023: £84,117.21), representing 55.5% of our total income, or 74.3% of our adjusted income. Fees paid for additional sessions and for non-funded places totalled £24,383.00 (2023: £18,445.04) representing 12.7% of income or 17% of adjusted income. The Fair Funding and Consumable supplement raised a further £2,255.71 (2023: £3,351.75) which was an increase of £1,096.04 from the previous year. The remaining 11.33% of income was from a mixture of fundraising, donations, miscellaneous fees, income specifically related to supporting Ukrainian Refugees and a small payout from the removals firm for damage caused during the move.

Over the same period, expenditure totalled £131,726.29 (2023: £147,726.10). Whilst initially this suggests a decrease in operational expenditure, it should be noted that the prior year included one-off costs relating to the garden refurbishment. Excluding this from the prior year comparison would result in a prior year spend of £102,726.10, and therefore an increase in operational expenditure of £29,000.19. £19,869.93 is directly attributable to an increase in the wage and salary costs, £3,922.01 as the final balance of the garden refurbishments, with the remaining increase evenly distributed across the remaining operating expenses. Staffing costs as a percentage of overall expenditure remains consistent at 78.5% (2023: 81.27% of adjusted expenditure). Our next largest expenditure was rent, totalling £6,036.36 (2023: £8,070.00) with all additional running expenses of the preschool accounting for the remaining 8.3% (£22,330.91 2023: £11,167.01).

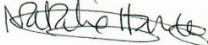
**Section F****Other optional information**

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**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Hanlon	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer for the period	
<b>Date</b>	23 <sup>rd</sup> May 2025	



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Duxford Preschool

**On accounts for the year ended**

31st August 2024

**Charity no  
(if any)**

1199768

Set out on pages

1 to 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st August 2024**

**Responsibilities and basis of report**

As the charity's 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.

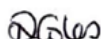
**Independent examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 an 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** 

**Date:** 09/06/2025

**Name:** Rebecca Coles

**Relevant professional qualification(s) or body (if any):**

ACCA

**Address:**

Newton Hall, Town Street, Newton, Cambridge, CB22 7ZE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2024**

	Notes	Unrestricted	Restricted	Total '24	Total '23
		£	£	£	£
<b>Income</b>					
Early Years Funding		106,191	-	106,191	84,117
Invoiced Fees		24,383	-	24,383	18,445
Fair Funding & Consumables Fee		3,352	-	3,352	2,256
Registration & Late Fee		925	-	925	280
Ukraine Funding		6,550	-	6,550	5,950
Uniform Sales		127	-	127	303
Fundraising		844	-	844	658
Donations		48,922	-	48,922	3,518
Gift Aid		151	-	151	-
Special Events		-	-	-	140
Insurance Claim Pay-out		358	-	358	-
<b>Total Income</b>		<b>191,803</b>	<b>-</b>	<b>191,803</b>	<b>115,666</b>
<b>Less Operating Expenses</b>					
Wages Pensions PAYE		103,359	-	103,359	83,489
Rent	3	6,036	-	6,036	8,070
Telephone & Internet		422	-	422	371
Website & Email		169	-	169	250
Toys & Resources		606	-	606	1,038
Furniture & Equipment		4,105	-	4,105	2,297
Art & Craft Consumable		327	-	327	416
Snacks		780	-	780	643
Stationery & Postage		209	-	209	458
Health & Hygiene Equipment		791	-	791	373
Repairs & Maintenance		630	-	630	146
End of Term Gifts		1,108	-	1,108	448
Special Events		25	-	25	1,259
Marketing & Advertising		537	-	537	-
Insurance		1099	-	1099	1,047
Professional Fees		419	-	419	350
DBS Checks		102	-	102	254
Subscriptions		365	-	365	225
Uniform & Clothing		73	-	73	562
Payroll & Accountancy Services		444	-	444	428
Staff Training		689	-	689	474
Fundraising Expenses		30	-	30	127
Ukraine Funding Spend		5,476	-	5,476	-
Fire Refurbishment Expenses		3,922	-	3,922	45,000
<b>Total Operating Expenses</b>		<b>131,726</b>	<b>-</b>	<b>131,726</b>	<b>147,726</b>
<b>Surplus/Deficit</b>		<b>60,078</b>	<b>-</b>	<b>60,078</b>	<b>-32,060</b>
Cash balances b/f		70,239	-	70,239	102,299
<b>Balances c/f</b>		<b>130,316</b>	<b>-</b>	<b>130,316</b>	<b>70,239</b>

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2024**

	Notes	2024	2023
		£	£
<b>RESERVES</b>			
Balance b/f		70,239	102,299
Excess income over expenditure		60,078	(32,060)
	<b>Total reserves</b>	<b>130,316</b>	<b>70,239</b>
<b>CASH FUNDS</b>			
Current Banking Account		130,316	70,239
Savings Account		-	-
	<b>Total cash funds</b>	<b>130,316</b>	<b>70,239</b>
<b>LIABILITIES</b>			
Provision for Rent & Utilities	3	7,000	0
Independent Examination		180	180
Early Years Funding for 2024-2025	4	22,972	16,540
PAYE & NI	5	90	16,540
	<b>Total liabilities</b>	<b>30,343</b>	<b>16,720</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		130,316	70,239
	<b>Total charity funds</b>	<b>130,316</b>	<b>70,239</b>

Notes to the accounts for the year ended 31<sup>st</sup> August 2024.

## 1 ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

### Income

All income is included at the time of receipt.

### Expenses

All expenditure is accounted for at the time of payment.

## 2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

## 3 PROVISION FOR RENT & UTILITIES

Following the move into the new building in September 2023, there has yet to be an agreement reached with respect of the new rent and utilities costs. The Trustees have therefore made a provision of £7,000 for this as a reasonable estimate of the new charges that may be charged in the 2024-2025 year, for 2023-2024.

## 4 EARLY YEARS FUNDING

£22,972.41 of Early Years Funding relating to Autumn Term 2024 was received on 28th August 2024.

## 5 PAYE & NI

£90.35 relating to PAYE and NI costs for August 2023 were paid in September 2024.

**DUXFORD PRESCHOOL**

England & Wales - Charity number 1165461

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# Accounts

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**DUXFORD PRESCHOOL**

**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2023**

Principal Address:

c/o Duxford Primary School  
St John's Street  
Duxford  
CB22 4RA

Independent Examiner:

Rebecca Coles  
Newton Hall,  
Town Street, Newton,  
Cambridge, CB22 7ZE



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	09	2022	<b>To</b>	31	08	2023

## Section A Reference and administration details

**Charity name** Duxford Preschool

**Other names charity is known by**

**Registered charity number (if any)** 1165461

**Charity's principal address**

Sunshine Room  
Duxford C of E Community Primary School

St. Johns Street

Duxford, Cambridge

**Postcode**

CB22 4RA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	01.10.16 to present day	
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3	Sally Hodges	Trustee	30.09.19 to 04.07.2023	
4	Catherine Dunn	Trustee	21.01.22 to present day	
5	Karla Marwood	Trustee	04.07.2023 to present day	
6	Nicolas Seal	Trustee	04.07.2023 to 06.10.2023	
7	Alice Thompson	Trustee	04.07.2023 to present day	
8	Charlotte Tomlinson	Trustee	04.07.2023 to present day	
9	Steve Scott	Trustee	04.07.2023 to 11.02.2024	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Sienna Carter	Cambridge County Council

### Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Katie Draper

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 <sup>th</sup> January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues, are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk and we use risk assessments in relation to trips, activities, and equipment.

**Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Overview**

During the 2022-2023 period, the Preschool continued to open for 38 weeks of the year, offering up-to 30 hours of early years education and care to children 2 ¼ to 5 years old. We have continued to offer 15/30 hours per week free of charge to children from the term after they turn 3, as well as those children who qualify as a Funded Two, as part of the central government's Early Years Funding scheme. In addition, we offer private places to those families who do not yet qualify for funding.

We started the year at 76% capacity (2022: 67%), which by the summer term had increased to 97% occupancy (2022: 90%), an excellent improvement year on year. Of the 36 children on roll, 18 children left to move onto reception at the end of the Summer Term with 18 children remaining for the Autumn Term 2023.

Our wonderful staff have continued to provide the children with first class support and early years education. We continued to see how children born during the Covid-19 pandemic have been impacted by the lockdowns and changes in behaviour. There has been significant impact on the children's PSED skills (physical, social and emotional development) as well as Speech and Language, and the staff have focused extensively on supporting their friendships and social interactions and engaging the support of Speech and Language Therapists where needed. They have offered a wide variety of opportunities to extend their learning through open-ended activities and encouraged them to become curious and independent learners.

Ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Preschool. The senior management team continually seek to further their knowledge through involvement in groups and forums, and undertake additional CPL regularly. In addition to listening to staff and Committee members, the families are invited to give feedback using the annual questionnaire, the result of which are incorporated into practice.

This year, the AGM was held during the Summer Term and we were delighted to welcome 5 new Trustees to the Management Committee.

After two years of planning, we were very excited when work finally began on the construction of the new Preschool premises in September 2022. Work progressed quickly and there was a significant amount of work involved in liaising with the site manager to keep everything on track and to the desired specification. Almost 3 years to the day of the fire, we were handed the keys to our purpose built Preschool and the work began to get everything moved from the mobile unit and set up over the holidays ready for the new term in September.

**Staffing**

The current senior management team comprises the Manager, two Deputies and the Business Manager. There are also 3 staff members working as Preschool Practitioners, which brings the total number of staff to 7.

We continue to strongly believe in the continuing professional development of our Staff and provided considerable opportunities for them to refresh their knowledge and qualifications in:

- Basic Child Protection including Prevent and FGM
- Food Hygiene L2

## Section D

## Achievements and performance

- Paediatric First Aid
- ENCO
- SENCo

The management team also attend termly Leadership & Governance Briefings, and Early Years Foundation Forums provided by the Local Authority.

### Fees

We made a small increase to our fee rate during the year (£6.50 for 2-year-olds and £6.00 for 3/4-year-olds) and also received a small increase in our rate of funding from the Local Authority. For 3 and 4 year olds this increased to £4.63 from £4.37, and the 2-year rate increased to £6.12 from £5.78.

### Fundraising

A small committee for the majority of the year has meant that there has not been a focus on fundraising, but the Preschool staff attended the village "DuxFest" event in July, offering facepainting, glitter tattoos and a teddie tombola, making £238.18 after expenses. Together with commission from Preschool photographs (£80.48), the sale of unwanted Preschool equipment (£177), and cashback from Amazon Smile (£36.03), we raised a net total of £531.69.

### Future

We currently have a reasonable number of children on the waiting list to join the Preschool in during the 23-24 academic year which is a great position to be in. However, our rate of growth could be limited if we're unable to recruit staff as we continue to have very little interest from suitable candidates for Practitioner Roles that have been advertised. This reflects other settings' experiences up and down the country, and recruitment is likely to be our biggest challenge during the coming academic year, especially following the announcement in March 2023 by the Government that it would be expanding the roll out of the funding scheme to offer funded hours to the children of families where both parents are working from 9 months old. It is anticipated that this will result in a surge of applications from families of children aged 2 years. Increasing the number of children in this age bracket presents a number of challenges: children require far more support especially with intimate care and their PSED which in turn affects staff deployment. Additionally, the child:staff ratio is reduced to 4:1 which results in us being able to offer fewer places for the same number of staff. If we are unable to increase our staffing, then we will have difficulty in offering places to families on our waiting list and will be unable to support our local community with their childcare needs.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There has been no change to the Preschool's Reserves Policy which aims to keep reserves of approximately £33,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Accumulated funds now exceed the Early Years Alliance recommendation to hold 3 months' running costs in reserve. Ordinarily we would take measures to reduce these funds by re-investing any surplus back into the charity to further its aims (i.e. to benefit the children). However, we are aware that the Preschool will need to purchase large play equipment for the outside area of the new Preschool and will retain these funds for this purpose.

**Details of any funds materially in deficit**

None.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2022-2023 year with an unrestricted loss of £32,059.97. The balance of reserves brought forward on 01/09/22 was £102,298.82 and the balance carried forward has therefore been increased to £70,238.85 as of 31/08/23.

Over the period, income totalled £115,666.13 (2022: £119,735.65), an decrease of £4,069.52. It should be noted however, that the 2022 financial year included an insurance claim payout of £12,515.45, so adjusting for this non-recurring income, there would have been a year-on year increase of £8,445.94 in income from operating activities.

The Charity’s principle source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This ‘early years funding’ income totalled £84,117.21 (2022: £81,198.72), representing 72.7% of our total income. Fees paid for additional sessions and for non—funded places totalled £18,445.04 (2022: £20,430.96) representing 15.6% of income. The Fair Funding and Consumable supplement raised a further £2,255.71 (2022: £4,357.54) which was a significant decrease from the previous year. The remaining 9.4% of income of was from a mixture of fundraising, donations, miscellaneous fees and income specifically related to supporting Ukrainian Refugees.

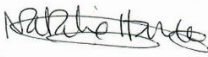
Over the same period, expenditure totalled £147,726.10 (2022: £91,818.57). This was expected and in accordance with the Trustees’ decision to invest in the design and installation of an amazing garden space in the new premises, £45,000 of the £48,922 cost was paid in this financial year. Adjusting for this one off item, expenditure relating to ongoing operations for the period was £102,276.10. Our main expenditure continues to be our Staffing Costs, which at £83,489.09 (2022: £77,618.98) accounted for 81.27% of our adjusted expenditure (56.5% of all costs). Our next largest expenditure was rent, totalling £8,070.00 (2022: £5,671.20) which is 7.9% of our adjusted costs, with all additional running expenses of the preschool accounting for the remaining 10.9% (£11,167.01).

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Hanlon	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer for the period	
<b>Date</b>	15 <sup>th</sup> May 2024	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Duxford Preschool

**On accounts for the year  
ended**

31 August 2023

**Set out on pages**

1 to 12

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 an 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Name:**

Rebecca Coles FCCA

**Relevant professional  
qualification(s) or body  
(if any):**

ACCA

**Address:**

Newton Hall, Town Street

Newton, Cambridge

CB22 7ZE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2023**

	Notes	Unrestricted	Restricted	Total 2023	Total 2022
		£	£	£	£
<b>Income</b>					
Early Years Funding		84,117	-	84,117	81,199
Invoiced Fees		18,445	-	18,445	20,431
Fair Funding & Consumables Fee		2,256	-	2,256	4,358
Registration Fee		280	-	280	460
DAF & SENIF		-	-	-	-
Ukraine Funding		5,950	-	5,950	-
Uniform Sales		303	-	303	90
Fundraising		658	-	658	313
Grants		-	-	-	-
Donations		3,518	-	3,518	177
Gift Aid		-	-	-	-
Special Events		140	-	140	-
COVID-19 SSP		-	-	-	193
Insurance Claim Pay-out		-	-	-	12,515
<b>Total Income</b>		<b>115,666</b>	<b>-</b>	<b>115,666</b>	<b>119,736</b>
<b>Less Operating Expenses</b>					
Wages Pensions PAYE		83,489	-	83,489	77,619
Rent	3	8,070	-	8,070	5,671
Telephone & Internet		371	-	371	401
Website & Email		250	-	250	174
Toys & Resources		1,038	-	1,038	1,160
Furniture & Equipment		2,297	-	2,297	745
Art & Craft Consumable		416	-	416	317
Snacks		643	-	643	590
Stationery & Postage		458	-	458	399
Health & Hygiene Equipment		373	-	373	383
Recruitment		-	-	-	72
Repairs & Maintenance		146	-	146	152
End of Term Gifts		448	-	448	437
Special Events		1,259	-	1,259	585
Marketing & Advertising		-	-	-	-
Insurance		1,047	-	1,047	1,016
Professional Fees		350	-	350	465
DBS Checks		254	-	254	156
Subscriptions		225	-	225	75
Uniform & Clothing		562	-	562	93
Payroll & Accountancy Services		428	-	428	401
Staff Training		474	-	474	845
Fundraising Expenses		127	-	127	62
Bank Charges		-	-	-	1
Fire Refurbishment Expenses	4	45,000	-	45,000	-
<b>Total Operating Expenses</b>		<b>147,726</b>	<b>-</b>	<b>147,726</b>	<b>91,819</b>
<b>Surplus/Deficit</b>		<b>(32,060)</b>		<b>(32,060)</b>	<b>27,917</b>
Cash balances b/f		102,299	-	102,299	74,382
<b>Balances c/f</b>		<b>70,239</b>	<b>-</b>	<b>70,239</b>	<b>102,299</b>

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2023**

	Notes	2023	2022
		£	£
<b>RESERVES</b>			
Balance b/f		102,299	74,382
Excess income over expenditure		(32,060)	27,819
	<b>Total reserves</b>	<b>70,239</b>	<b>102,299</b>
<b>CASH FUNDS</b>			
Current Banking Account		70,239	102,299
Savings Account		-	-
	<b>Total cash funds</b>	<b>70,239</b>	<b>102,299</b>
<b>LIABILITIES</b>			
Rent	3	-	2,034
Independent Examination		180	180
Garden Design and Installation	4	3,388	
Early Years Funding for 2023-2024	5	16,540	13,244
	<b>Total liabilities</b>	<b>20,108</b>	<b>15,548</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		70,239	102,229
	<b>Total charity funds</b>	<b>70,239</b>	<b>102,229</b>

Notes to the accounts for the year ended 31<sup>st</sup> August 2023.

## 1 ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

### Income

All income is included at the time of receipt.

### Expenses

All expenditure is accounted for at the time of payment.

## 2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

## 3 RENT

£2,034 of rent for the prior financial year was paid during this period.

## 4 FIRE REFURBISHMENT

A final balance of £3,388.01 remains due in respect of the garden design and installation works.

## 5 EARLY YEARS FUNDING

£16,539.78 of Early Years Funding relating to Autumn Term 2023 was received on 30<sup>th</sup> August 2023.



**DUXFORD PRESCHOOL**

England & Wales - Charity number 1165461

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# Accounts

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**DUXFORD PRESCHOOL**

**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2022**

Principal Address:

Sunshine Room  
Duxford Primary School  
St John's Street  
Duxford  
CB22 4RA

Independent Examiner:

Rebecca Coles  
Newton Hall,  
Town Street, Newton,  
Cambridge, CB22 7ZE



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	09	2021	<b>To</b>	31	08	2022

## Section A Reference and administration details

**Charity name** Duxford Preschool

**Other names charity is known by**

**Registered charity number (if any)** 1165461

**Charity's principal address**

Sunshine Room  
Duxford C of E Community Primary School

St. Johns Street

Duxford, Cambridge

**Postcode**

CB22 4RA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	01.10.16 to present day	
2	Natalie Hanlon	Treasurer	07.03.19 to present day	
3	Sally Hodges	Trustee	30.09.19 to present day	
4	Catherine Dunn	Trustee	21.01.22 to present day	
5				
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Ann Ackers	Cambridge County Council

### Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Katie Draper

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 <sup>th</sup> January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues, are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk and we use risk assessments in relation to trips, activities, and equipment.

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- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Overview**

After a turbulent few years, the 2021-2022 academic year saw the Preschool return to a bit more of 'normality', opening for 38 weeks of the year, offering up-to 30 hours of early years education and care to children 2 ¼ to 5 years old. We have continued to offer 15/30 hours per week free of charge to children from the term after they turn 3, as well as those children who qualify as a Funded Two, as part of the central government's Early Years Funding scheme. In addition we offer private places to those families who do not yet qualify for funding.

We started the year at 67% capacity (2021: 61%), which by the summer term had increased to 90% occupancy (2021: 100%). Of the 36 children on roll, 18 children left to move onto reception at the end of the Summer Term with 18 children remaining for the Autumn Term 2022.

Our wonderful staff have continued to provide the children with first class support. Covid-19 has continued to have a significant impact on the children's PSED skills (physical, social and emotional development) and the staff have focused extensively on supporting their friendships and social interactions. They have offered a wide variety of opportunities to extend their learning through open-ended activities and encouraged them to become curious and independent learners.

Ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Preschool. In addition to listening to staff and Committee members, the families are invited to give feedback using the annual questionnaire.

**Staffing**

We had several staffing changes during this academic year, beginning with the appointment of a new Manager in September following the registration of Pippa Eccleston in August 2021. Katie Draper was promoted to the position following an extensive recruitment process. Katie has a Level 5 Early Years' qualification and has many years' experience managing a day nursery in the local area so we are delighted to have her leading the team.

In February, one of our Deputy Managers (Kayleigh Kearns) decided to take on the challenge of running her own Preschool and her position was filled by Michelle Williams, a practitioner with over 30 years of experience in Early Years.

The current senior management team now comprises the Manager, two Deputies and the Business Manager. There are also 3 staff members working as Preschool Practitioners, which brings the total number of staff to 7.

We continue to strongly believe in the continuing professional development of our Staff and provided considerable opportunities for them to refresh their knowledge and qualifications in:

- Basic Child Protection including Prevent and FGM
- Food Hygiene L2
- Paediatric First Aid
- ENCO
- SENCo

The management team also attend termly Leadership & Governance Briefings, and Early Years Foundation Forums provided by the Local Authority.

## Section D

## Achievements and performance

### Fees

We made no increase to our fee rate during the year (£6.00 for 2-year-olds and £5.50 for 3/4-year-olds), although we did receive a small increase in our rate of funding from the Local Authority. For 3 and 4 year olds this increased to £4.37 from £4.20, and the 2-year rate increased to £5.78 from £5.57. The Fair Funding and Consumables Supplement continued to be paid by 80% of families voluntarily.

### Fundraising

A small committee has meant that there has not been a focus on fundraising, but the Preschool staff attended the village DuxFest event in July, offering facepainting, glitter tattoos and sweetie bags making over £200 after expenses. Cashback from Amazon and TopCashback resulted in a further £55.

### Future

Throughout this period there has been significant work with the builders and designers to design a new permanent building for the Preschool. Unfortunately, an objection raised by the Parish Council resulted in the delay to the start of the re-build works, pushing back the proposed completion date. It is now hoped that the new structure will be ready for occupation by Easter 2023. The new space will be double the size of the existing mobile unit, offering 100m<sup>2</sup> of floor space for the children to enjoy together with a dedicated laundry, kitchen, office, meeting room, 'quiet room' and huge outdoor space. It is extremely exciting to see the ideas come together, and the new space offers a lot of opportunity for the Preschool. Moving into a new stand-alone building will potentially give us the ability to extend our opening hours and number of weeks that we're open a year. Duxford does not offer any year-round provision for early years aged children, so it would be fantastic to be able to offer this facility to the local community.

We currently have a reasonable number of children on the waiting list to join the Preschool during the 23-24 academic year which is a great position to be in. However, our rate of growth could be limited if we're unable to recruit staff as we have had very little interest from suitable candidates for two Practitioner Roles that have been advertised. This reflects other settings' experiences up and down the country, and recruitment is likely to be our biggest challenge during this academic year.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There has been no change to the Preschool's Reserves Policy which aims to keep reserves of approximately £33,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Accumulated funds now exceed the Early Years Alliance recommendation to hold 3 months' running costs in reserve. Ordinarily we would take measures to reduce these funds by re-investing any surplus back into the charity to further its aims (i.e. to benefit the children). However, we are aware that the Preschool will need to purchase large play equipment for the outside area of the new Preschool and will retain these funds for this purpose.

### Details of any funds materially in deficit

None.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2021-2022 year with an unrestricted surplus of income over expenditure of £27,917.08. The balance of reserves brought forward on 01/09/21 was £74,381.74 and the balance carried forward has therefore been increased to £102,298.82 as of 31/08/22.

Over the period, income totalled £119,735.65 (2021: £94,088.62), an increase of £25,647. It should be noted however, that this includes an insurance claim of £12,515.45 relating to the previous year's closure, as well as £13,224.45 of income relating to the next financial period.

The Charity's principle source of income comes from the local authority for the provision of 15 or 30 hours of funded education for eligible children. This 'early years funding' income totalled £81,198.72 (2021: £60,568.23), representing 67.8% of our total income. Fees paid for additional sessions and for non—funded places totalled £20,430.96 (2021: £12,515.55) representing 17.1% of income. The Fair Funding and Consumable supplement raised a further £4,357.54 (2021: £1,986). The remaining 11.4% of income of was from a mixture of fundraising, donations, miscellaneous fees and the insurance pay-out.

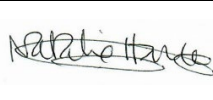
Over the same period, expenditure totalled £91,818.57 (2021: £91,946.59). Our main expenditure is in our Staffing Costs, which at £77,618.98 (2021: £70,087.75) accounted for 84.5% all costs. Our next largest expenditure was rent, totalling £5,671.20 (2021: £5,063.20) which is 6.4% of our costs, with all additional running expenses of the preschool accounting for the remaining 9.3% (£8,528.39).

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Hanlon	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer for the period	
<b>Date</b>	26 <sup>th</sup> January 2023	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Duxford Preschool

**On accounts for the year  
ended**

31 August 2022

**Set out on pages**

1 to 11

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2022**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 an 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Rebecca Coles*

**Name:**

Rebecca Coles FCCA

**Relevant professional  
qualification(s) or body  
(if any):**

ACCA

**Address:**

Newton Hall, Town Street

Newton, Cambridge

CB22 7ZE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2022**

	Notes	Unrestricted	Restricted	Total 2022	Total 2021
		£	£	£	£
<b>Income</b>					
Early Years Funding		81,199	-	81,199	60,568
Invoiced Fees		20,431	-	20,431	12,516
Early Bird Income		-	-	-	-
Forest School Supplement		-	-	-	698
Fair Funding & Consumables Fee		4,358	-	4,358	1,986
Registration Fee		460	-	460	80
DAF & SENIF		-	-	-	2,838
Uniform Sales		90	-	90	543
Fundraising		313	-	313	111
Grants		-	-	-	-
Donations		177	-	177	10,866
Gift Aid		-	-	-	-
Special Events		-	-	-	-
COVID-19 Job Retention Scheme		-	-	-	466
COVID-19 SSP		193	-	193	-
Insurance Claim Pay-out		12,515	-	12,515	3,417
<b>Total Income</b>		<b>119,736</b>	<b>-</b>	<b>119,736</b>	<b>94,089</b>
<b>Less Operating Expenses</b>					
Wages Pensions PAYE		77,619	-	77,619	70,088
Rent	3	5,671	-	5,671	5,063
Telephone & Internet		401	-	401	420
Website & Email		174	-	174	160
Toys & Resources		1,160	-	1,160	911
Furniture & Equipment		745	-	745	248
Forest School Equipment		-	-	-	41
Art & Craft Consumable		317	-	317	212
Snacks		590	-	590	496
Stationery & Postage		399	-	399	657
Health & Hygiene Equipment		383	-	383	779
Recruitment		72	-	72	-
Repairs & Maintenance		152	-	152	193
End of Term Gifts		437	-	437	266
Special Events		585	-	585	120
Marketing & Advertising		-	-	-	-
Insurance		1,016	-	1,016	994
Professional Fees		465	-	465	320
DBS Checks		156	-	156	312
Subscriptions		75	-	75	192
Uniform & Clothing		93	-	93	654
Payroll & Accountancy Services		401	-	401	508
Staff Training		845	-	845	1,733
Fundraising Expenses		62	-	62	-
Bank Charges		1	-	1	-
Fire Refurbishment Expenses		-	-	-	7,579
<b>Total Operating Expenses</b>		<b>91,819</b>	<b>-</b>	<b>91,819</b>	<b>91,947</b>
<b>Surplus/Deficit</b>		<b>27,917</b>		<b>27,917</b>	<b>2,142</b>
Cash balances b/f		74,382	-	74,382	72,240
<b>Balances c/f</b>		<b>102,299</b>	<b>-</b>	<b>102,299</b>	<b>74,382</b>

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2022**

	Notes	2022	2021
		£	£
<b>RESERVES</b>			
Balance b/f		74,382	72,240
Excess income over expenditure		27,819	2,142
	<b>Total reserves</b>	<b>102,299</b>	<b>74,382</b>
<b>CASH FUNDS</b>			
Current Banking Account		102,299	74,382
Savings Account		-	-
	<b>Total cash funds</b>	<b>102,299</b>	<b>74,382</b>
<b>LIABILITIES</b>			
Rent	3	2,034	1,636
Independent Examination		180	180
Early Years Funding for 2022-2023	4	13,244	-
	<b>Total liabilities</b>	<b>15,458</b>	<b>1,816</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		102,299	72,240
	<b>Total charity funds</b>	<b>102,299</b>	<b>74,382</b>

Notes to the accounts for the year ended 31<sup>st</sup> August 2022.

## 1 ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

### Income

All income is included at the time of receipt.

### Expenses

All expenditure is accounted for at the time of payment.

## 2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

## 3 RENT

Due to administrative reasons, the landlord did not invoice for rent during the financial year. The Trustees have therefore designated £2,034 of Reserves for this liability.

## 4 EARLY YEARS FUNDING

£13,244.25 of Early Years Funding relating to Autumn Term 2022 was received on 31<sup>st</sup> August 2022.

**DUXFORD PRESCHOOL**

England & Wales - Charity number 1165461

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# Accounts

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**DUXFORD PRESCHOOL**

**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2021**

Principal Address:

Sunshine Room  
Duxford Primary School  
St John's Street  
Duxford  
CB22 4RA

Independent Examiner:

Rebecca Coles  
Newton Hall,  
Town Street, Newton,  
Cambridge, CB22 7ZE



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	09	2020	<b>To</b>	31	08	2021

## Section A Reference and administration details

**Charity name** Duxford Preschool

**Other names charity is known by**

**Registered charity number (if any)** 1165461

**Charity's principal address**  
 Sunshine Room  
 Duxford C of E Community Primary School  
 St. Johns Street  
 Duxford, Cambridge  
**Postcode** CB22 4RA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	01.10.16 to present day	
2	Natalie Hanlon	Treasurer	07.03.19 to present day	
3	Sally Hodges	Trustee	30.09.19 to present day	
4	Mark Crouch	Trustee	30.09.19 to 07.04.21	
5	Catherine Dunn	Trustee	21.01.22 to present day	
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Ann Ackers	Cambridge County Council

### Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Pippa Eccleston

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 <sup>th</sup> January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues, are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk and we use risk assessments in relation to trips, activities, and equipment.

**Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Summary of the main achievements of the charity during the year

#### Overview

It is fair to say that the 20-21 academic year was another challenging year for the Preschool. Following the fire on 31st July 2020, we worked tirelessly to re-open as soon as we could with minimal disruption to our families. The Local Authority generously agreed to provide us with temporary housing in a mobile portacabin unit on the grounds of Duxford School, as well as replace all our equipment and resources that had been destroyed in the fire, and we were able to move into our new 'home' on 12th October 2020 and re-opened to the children two weeks later.

Alongside the disruption caused by the fire, we have also had to contend with continued challenges presented by Covid-19. In January the whole country went back into lockdown although this time, Early Years settings were allowed to remain open to all children. Many families however, made the decision to keep their children at home so it was a quiet beginning to 2021 at the Preschool. We have been fortunate not to have had an outbreak in the Preschool, despite many children having to take PCR tests and we are thankful to all the parents for abiding by our safety measures put in place to minimise the risk of infection.

Despite the delayed start to the term and the changes to practice caused by Covid-19, the staff have done an amazing job with the children, offering a wide variety of opportunities to extend their learning through open-ended activities and encouraging them to become curious and independent learners. Covid-19 had had a huge impact on the children's PSED skills (physical, social and emotional development) and the staff have focused extensively on supporting their friendships and social interactions.

In mid-June a child at Forest School made their way into the shallow river on the boundary of the site unaccompanied. They were removed from the water unharmed within minutes and following our procedures the incident was reported to Ofsted and the Charities Commission immediately. Ofsted suspended our registration pending their enquiries and the Preschool was closed for a period of 4 weeks while we reviewed all our procedures, policies, risk assessments and practices. As a result, we came to the decision to stop offering Forest School as part of our provision. Ofsted returned to review our changes and were extremely satisfied with our response, lifting our suspension on 14th July.

#### Numbers

The preschool started the year at 61% capacity, and by the summer term we had 100% occupancy which given the challenges of the year, was an amazing position to be in. 24 children left to move onto reception at the end of the Summer Term which left 13 children for the Autumn Term 2021.

#### Fees

We made no increase to our fee rate during the year (£6.00 for 2-year-olds and £5.50 for 3/4-year-olds), although we did receive a small increase in our rate of funding for 3 and 4 year olds to £4.20 from £4.14. The Fair Funding and Consumables Supplement of 50p per funded was introduced in September, with 65% of families choosing to pay this.

#### Fundraising

Following the fire, a JustGiving Donations page was started by a member of the local community and the donations rapidly grew to approximately £21,000. We were completely overwhelmed by the generosity of our neighbours and the Preschool received 1/3 share of these funds, alongside other donations from individuals and company who wanted to support our cause. This money has been spent on some of the additional costs incurred in setting up the Preschool

## Section D

## Achievements and performance

from scratch and the remaining funds have been designated to cover costs that will be incurred when we move into our permanent home.

### Staff

Our wonderful staff have continued to provide the children with first class support, and the team welcomed new practitioners in October; Katie Draper, Chloe Jeggo and Tracey Taylor.

Heather Nedzynski (Forest School Leader) left in June to pursue her interests in running Forest School for home educated children, and Pippa Eccleston (Manager) resigned in August to spend more time supporting her family.

Following a thorough recruitment process, we were delighted to promote Katie Draper to the Manager's role (from end of September 21). Katie has a Level 5 Early Years' qualification and has many years' experience managing a day nursery in the local area.

### Future

Pippa and Natalie worked closely with the Architects and Developers chosen by the Local Authority during the year, to design a new permanent building for the Preschool. Although there have been some small delays to the planning, it is hoped that the new structure will be ready for occupation by Easter 2023. The new space will be double the size of the existing mobile unit, offering 100m<sup>2</sup> of floor space for the children to enjoy together with a dedicated laundry, kitchen, office, meeting room, 'quiet room' and huge outdoor space. It is extremely exciting to see the ideas come together, and the new space offers a lot of opportunity for the Preschool. Whilst the current mobile unit is occupied with a licence granting the use of the space between certain hours only, the new building is likely to be offered on a leasehold basis which means that the Preschool will have the ability to extend our opening hours and number of weeks that we're open a year. Duxford does not offer any year-round provision for early years aged children, so it would be fantastic to be able to offer this facility to the local community.

We currently have a reasonable number of children on the waiting list to join the Preschool in during the 21-22 academic year which is a great position to be in following the uncertainties of the last two years. However, our rate of growth could be limited if we're unable to recruit staff as we have had very little interest from suitable candidates for two Practitioner Roles that have been advertised. This reflects other settings' experiences up and down the country, and recruitment is likely to be our biggest challenge during this academic year.

Following our engagement with Ofsted at the end of last year, we are also expecting an inspection at some point during the Autumn Term.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There has been no change to the Preschool's Reserves Policy which aims to keep reserves of approximately £33,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Accumulated funds now exceed the Early Years Alliance recommendation to hold 3 months' running costs in reserve. Ordinarily we would take measures to reduce these funds by re-investing any surplus back into the charity to further its aims (i.e. to benefit the children). However, we are aware that the Preschool will need to purchase large play equipment for the outside area of the new Preschool and will retain these funds for this purpose.

The Trustees have reviewed these uncertainties and are satisfied that the current level of reserves are sufficient to ensure the continued operation of the Preschool, especially in light of the current pandemic.

**Details of any funds materially in deficit**

None.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2020-2021 year with an unrestricted surplus of income over expenditure of £2,142. The balance of reserves brought forward on 01/09/20 was £72,240 and the balance carried forward has therefore been increased to £74,382 as of 31/08/21.

Over the period, income totalled £94,089 (2020: £103,275), which was a decrease of £9,186. However, during the 2020 period, a significant portion of the income related to Covid-19 grants, insurance claims and donations following the fire. Additionally, following the Preschool closure in June 2021, £15,121 of Early Years Funding and Fee Income was refunded to the Local Authority and Parents, considerably reducing income from charitable activities through the year.

During the same period, expenditure totalled £91,947 (2020: £84,368) representing an increase of approximately 8.2% on last year. This was primarily due to fire refurbishment expenses of £7,579 and a small increase in staffing costs following the rise in the NMW in April. However, we were extremely fortunate not to have incurred significant refurbishments costs following the fire; our insurance only covered us for £10,000 of losses but the Local Authority paid for approximately £45,000 of furniture, equipment, and resources.

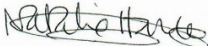
**Section F Other optional information**

During the financial year, the Trustee were made aware of a savings account held in the name of Duxford Playgroup with a balance of £1,214. These funds had not been transferred when the charity re-registered at Duxford Preschool. This account has now been closed and the funds transferred to the Preschool. As a result, the comparative balances for 2019-2020 have been re-stated to include this balance in the reserves held by the Preschool.

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Hanlon	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer for the period	
<b>Date</b>	6 <sup>th</sup> June 2022	



**Section A Independent Examiner's Report**

Report to the trustees/  
members of

Charity Name  
Duxford Preschool

On accounts for the year  
ended

31 August 2021

Set out on pages

1 to 11

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2021**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 an 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Name:

Rebecca Coles FCCA

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

Newton Hall, Town Street

Newton, Cambridge

CB22 7ZE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2021**

	Notes	Unrestricted	Restricted	Total 2021	Total 2020
		£	£	£	£
<b>Income</b>					
Early Years Funding		60,568	-	60,568	60,587
Invoiced Fees		12,516	-	12,516	15,777
Early Bird Income		-	-	-	245
Forest School Supplement		698	-	698	663
Fair Funding & Consumables Fee		1,986	-	1,986	-
Registration Fee		80	-	80	-
DAF & SENIF		2,838	-	2,838	500
Uniform Sales		543	-	543	-
Fundraising		111	-	111	279
Grants		-	-	-	1,000
Donations		10,866	-	10,866	1,430
Gift Aid		-	-	-	18
Special Events		-	-	-	442
COVID-19 Job Retention Scheme		466	-	466	2,434
COVID-19 Discretionary Grant		-	-	-	10,000
Insurance Claim Pay-out		3,417	-	3,417	9,900
<b>Total Income</b>		<b>94,089</b>	<b>-</b>	<b>94,089</b>	<b>103,275</b>
<b>Less Operating Expenses</b>					
Wages Pensions PAYE		70,088	-	70,088	68,226
Rent	3	5,063	-	5,063	5,930
Telephone & Internet		420	-	420	307
Website & Email		160	-	160	174
Toys & Resources		911	-	911	617
Furniture & Equipment		248	-	248	539
Forest School Equipment		41	-	41	35
Art & Craft Consumable		212	-	212	141
Snacks		496	-	496	710
Stationery & Postage		657	-	657	692
Health & Hygiene Equipment		779	-	779	714
Recruitment		-	-	-	-
Repairs & Maintenance		193	-	193	771
End of Term Gifts		266	-	266	177
Special Events		120	-	120	539
Marketing & Advertising		-	-	-	-
Insurance		994	-	994	604
Professional Fees		320	-	320	1,249
DBS Checks		312	-	312	104
Subscriptions		192	-	192	72
Uniform & Clothing		654	-	654	-
Payroll & Accountancy Services		508	-	508	410
Staff Training		1,733	-	1,733	2,104
Fundraising Expenses		-	-	-	-
Bank Charges		-	-	-	14
Fire Refurbishment Expenses		7,579	-	7,579	238
<b>Total Operating Expenses</b>		<b>91,947</b>	<b>-</b>	<b>91,947</b>	<b>84,368</b>
<b>Surplus/Deficit</b>		<b>2,142</b>		<b>2,142</b>	<b>18,907</b>
Cash balances b/f		72,240	-	72,240	53,333
<b>Balances c/f</b>		<b>74,382</b>	<b>-</b>	<b>74,382</b>	<b>72,240</b>

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2021**

	Notes	2021	2020
		£	As restated £
<b>RESERVES</b>			
Balance b/f		72,240	53,333
Excess income over expenditure		2,142	18,907
		<b>Total reserves</b>	<b>72,240</b>
		<b>74,382</b>	<b>72,240</b>
<b>CASH FUNDS</b>			
Current Banking Account		74,382	71,026
Savings Account		-	1,214
		<b>Total cash funds</b>	<b>72,240</b>
		<b>74,382</b>	<b>72,240</b>
<b>LIABILITIES</b>			
Rent	3	1,636	1,373
Independent Examination		180	150
		<b>Total liabilities</b>	<b>1,523</b>
		<b>1,816</b>	<b>1,523</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		74,382	72,240
		<b>Total charity funds</b>	<b>72,240</b>
		<b>74,382</b>	<b>72,240</b>

Notes to the accounts for the year ended 31<sup>st</sup> August 2021.

## 1 ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

### Income

All income is included at the time of receipt.

### Expenses

All expenditure is accounted for at the time of payment.

## 2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

## 3 RENT

Due to administrative reasons, the landlord did not invoice for rent during the financial year. The Trustees have therefore designated £1,636 of Reserves for this liability.

**DUXFORD PRESCHOOL**

England & Wales - Charity number 1165461

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# Accounts

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**DUXFORD PRESCHOOL**

**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2020**

Principal Address:

Sunshine Room  
Duxford Primary School  
St John's Street  
Duxford  
CB22 4RA

Independent Examiner:

Rebecca Coles  
Room 33, Newton Hall,  
Town Street, Newton,  
Cambridge, CB22 7ZE



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	09	2019		31	08	2020

## Section A Reference and administration details

**Charity name** Duxford Preschool

**Other names charity is known by**

**Registered charity number (if any)** 1165461

**Charity's principal address**

Sunshine Room  
Duxford C of E Community Primary School

St. Johns Street

Duxford, Cambridge

**Postcode**

CB22 4RA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen Burgess	Chair	29.09.16 to present day	
2	Natalie Hanlon	Treasurer	25.09.17 to 01.10.18 07.03.19 to present day	
3	Anne Granville-George	Secretary	25.09.17 to 30.09.19 (resigned)	
4	Sally Hodges	Trustee	30.09.19 to present day	
5	Mark Crouch	Trustee	30.09.19 to present day	
7				
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Local Authority Early Years Advisor	Ann Ackers	Cambridge County Council

### Name of chief executive or names of senior staff members (Optional information)

Preschool Manager: Pippa Eccleston

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013, adopted on 12 <sup>th</sup> January 2016
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current members of the Committee (Trustees) at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Duxford Preschool is a registered charity that is run by a committee, primarily consisting of parents and carers of children in the setting. It is run as a Charitable Incorporated Organization (CIO). Our constitution requires a minimum of 3 Trustees, who have overall legal responsibility for the preschool.

The AGM often sees committee members stepping down; to ensure consistency for the Preschool, we have implemented a model which sees which the majority of the financial and strategic management carried out by the Preschool Management team, with the Committee offering oversight and governance. The Committee therefore meets once a term (or more frequently as required) to discuss any issues are in regular email contact and work collaboratively with the Preschool Management team. Trustees complete DBS checks in line with statutory requirements and induction and training take place as part of our regular meetings.

The Preschool management structure consists of one Manager, two Deputy Managers, and a Business Manager. The Preschool works regularly with many Cambridge County Council professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by the Local Authority. We are additionally supported by an Early Years Improvement Advisor.

Our Preschool is on the site of the Duxford C of E Community Primary School and, although we are a separate body, we regularly meet with the Early Years team at the school to share ideas.

Trustees give their time for free and receive no financial benefit. We are a CIO to reduce the financial liability and risk to trustees. The Preschool policies and procedures are regularly reviewed and amended to reflect changes in best practice as well as statutory guidance. The environment is checked daily for H&S risk and we use risk assessments in relation to trips, activities, and equipment.

**Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Pre-school Learning Alliance.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Our main activity is to deliver, within our fully inclusive setting for 2 ¼ –5-year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to Cambridge County Council as requested.

We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Cambridge County Council improvement advisor and the guidance available from the Early Years Alliance (formally the Preschool Learning Alliance).

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Summary of the main achievements of the charity during the year

#### Overview

When we started the 2019-2020 academic year, we had no idea that it would prove to be one of the most challenging faced by the current Preschool team and committee. The Preschool operated as normal during the Autumn Term, but as we moved into the Spring Term, we were soon impacted by the COVID-19 pandemic which placed the whole country into Lockdown. Whilst the Preschool was able to remain open in a limited way throughout in providing care to the families of key workers and vulnerable children, this was not without significant work behind the scenes to prepare risk assessments and develop ways of working to minimise and mitigate any risks of both children and staff catching coronavirus. It certainly felt that as soon as one set of guidelines were released and implemented, a new set would be announced! However, the Preschool soon developed a routine and separate 'bubbles' allowed us to meet the guidelines whilst offering a small degree of protection if we had a positive case. Thankfully, we managed to make it through the year without having to close either bubble.

Sadly however, on 31st July we received the news that the Preschool/School was on fire, and subsequently lost absolutely everything in the short space of a few hours. It was absolutely devastating to lose the handpicked resources, toys and equipment built up over years and years and to find ourselves "homeless" after the stressful year we had just had. The Local Authority were and continue to be, amazing in their support. They immediately formed a response team to find us alternative accommodation and to cover the costs of most items lost in the fire. Our own insurance only covered £10k of losses, but the replacement of furniture, toys and resources currently stand in the region of £40-45k, whilst we have also incurred significant costs in extra staffing associated with the extra work needed to get the Preschool up and running again. Whilst we have always held reserves specifically to cover any unforeseen losses and/or costs, it has been a great relief to be in a position where we have not had to deplete these. This provides us with a great deal of security for the future. Contractors are currently being appointed to work on a new purpose-built preschool structure, although at this stage we do not know what this is going to look like. There is also a great deal of uncertainty about the licensing/lease arrangements for the current premises as well as the permanent building, but we are hopeful that the future of Duxford Preschool is bright.

#### Numbers

The preschool started the year at 64% capacity which increased over the terms to 90% by the end of the summer term. Whilst this was not as high as the previous year, this was no doubt due to the impact of Covid-19. 20 children left to move onto reception at the end of the Summer Term which left 20 children continuing into the Autumn Term.

#### Fees

The committee increased fees slightly to £16.50 per session for 3- and 4-year olds, and to £18 for 2-year olds. This increase goes some way to help cover the increase in costs that we face: the chronic underfunding by the Government of only £4.14 for each funded hour that we provide, continues to pose challenges.

The committee therefore decided to introduce a 50p 'Fair Funding & Consumables' supplement for every funded hour accessed at the Preschool. A family accessing the full 15 hours early years education would therefore be invoiced £7.50 per week to help cover the cost of consumables, snack and other costs not intended to be covered by the government funding. Whilst this is a non-compulsory charge (and is not payable by families accessing funded-two or in receipt of EYPP), it is hoped that our families understand the reason behind its introduction, and that their support in paying this that will ensure we can maintain

## Section D

## Achievements and performance

the high standards that the fantastic team at the Preschool set, and we all enjoy.

### Staff

This past year has seen a number of changes in the number of staff at the setting; Nicola (Deputy) decided to move to a role closer to her home and we also said goodbye to Danielle and Joanne during the summer. Kayleigh joined us during lockdown to fill the vacant Deputy position, and we carried out recruitment over the summer term and recruited 3 team members to join us once we re-opened following the fire.

### Future

Covid-19 continues to pose challenges, not only in our ways of working but in the numbers of children attending the setting. There is a general feeling in the sector that numbers are much lower than usual due to parental uncertainty about their children attending childcare settings during the pandemic, and we are certainly seeing very low numbers. We also potentially face closure due to a positive case in either the children or staff. Whilst we will be able to weather the financial implications of a two-week closure, should this happen multiple times over the year then this will have a significant impact on our finances.

Additionally, the continued negotiation regarding the Licence for the use of the mobile unit (and potentially the permanent structure) gives cause for concern. At the time of the fire, we had 5 years remaining on our license which provides us with a degree of security; the new terms of the licence would see us potentially having to renew at the end of each academic year, which is hugely unsettling. Should the Local Authority make the decision to put the use of the new building to 'tender' then we would have to apply to use the space with no guarantee that this would be granted.

Finally, with 23 out of 31 children due to start Reception at the end of the forthcoming year, we are facing several years with significant cost and low income.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There has been no change to the Preschool's Reserves Policy which aims to keep reserves of approximately £33,000; a contingency sum which provides for 1 terms expenditure and redundancy obligations.

Following the fire, we received a large number of donations which has resulted in accumulated funds now exceeding the Early Years Alliance recommendation to hold 3 months' running costs in reserve. Ordinarily we would take measures to reduce these funds by re-investing any surplus back into the charity to further its aims (i.e. to benefit the children). However, we are facing a very challenging year; we do not yet know how the Covid-19 pandemic will impact us and we face the rebuilding of the Preschool on a new permanent site. Additionally, we have significantly low occupancy levels with a high number of children in their final year before starting compulsory education. These higher reserves will therefore offer some security to variable child numbers over the next few years.

The Trustees have reviewed these uncertainties and are satisfied that the current level of reserves are sufficient to ensure the continued operation of the Preschool, especially in light of the current pandemic.

### Details of any funds materially in deficit

None.

## Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We ended the 2019-2020 year with an unrestricted surplus of income over expenditure of £18,907. The balance of reserves brought forward on 01/09/19 was £52,119 and the balance carried forward has therefore been increased to £71,026 as of 31/08/20.

Over the period, income totalled £103,275 (2019: £90,825), however it should be noted that that nearly £23,000 of this income was from COVID-19 Grants (£12,434), the pay-out from our insurance claim (£9,900) and donations following the fire on 31<sup>st</sup> July (£446.47). Making an allowance for these extraordinary items, the income from charitable activities was in the region of £90,395.

During the same period, expenditure totalled £84,368 (2016: £91,266) representing a decrease of approximately 7.5% on last year. This was mainly due to reduced spend on consumables, snack, equipment and staffing during the period of partial closure due to COVID-19. It should also be noted that the rent due for the full period has not yet been paid.

Whilst the year ended with a net surplus of £18,907, we move into the 20-21 academic year with significant financial burdens following the fire and face significant risks from loss of income due to COVID-19. It is estimated that the total cost of replacing all resources and equipment lost during the fire will be in the region of £45 - £50,000, together with additional irrecoverable costs of around £7,500. We are extremely fortunate that the Local Authority have been able to claim for the majority of our losses as part of their Insurance and have provided us with alternative temporary accommodation while plans are developed for a permanent building. However, not all costs will be covered by the LA and this surplus will go some way towards covering these. Additionally, we do not yet know the impact that COVID-19 may have on our income and expenditure; we will be operating as one large 'bubble' during the coming year which although offers the greatest flexibility to our parents, does pose the biggest risk of closure if we have any positive cases within the staff and/or children. The surplus created from the COVID-19 Grants awarded during the 19-20 financial year will thankfully provide us with a degree of security should this occur.

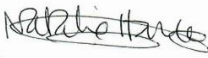
## Section F Other optional information

None

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Hanlon	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer for the period	
<b>Date</b>	27 <sup>th</sup> January 2021	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

DUXFORD PRESCHOOL

On accounts for the year  
ended

31 AUGUST 2020

Charity no  
(if any)

1165461

Set out on pages

1-11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

9/3/2021

Name:

REBECCA COLES

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

NEWTON HALL, TOWN STREET, NEWTON,  
CAMBS, CB22 7ZE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

n/a

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2020**

	Notes	Unrestricted	Restricted	Total 2020	Total 2019
		£	£	£	£
<b>Income</b>					
Early Years Funding		60,587		60,587	61,498
Invoiced Fees		15,777		15,777	20,073
Early Bird Income		245		245	-
Forest School Supplement		663		663	-
DAF & SENIF		500		500	2,386
Training Income		-		-	3,235
Apprentice Grant		-		-	500
Fundraising		279		279	736
Grants		-	1,000	1,000	1,311
Donations		1,430		1,430	941
Gift Aid		18		18	146
Special Events		442		442	-
COVID-19 Job Retention Scheme		2,434		2,434	-
COVID-19 Discretionary Grant		10,000		10,000	-
Insurance Claim Pay-out		9,900		9,900	-
<b>Total Income</b>		<b>102,275</b>	<b>1,000</b>	<b>103,275</b>	<b>90,825</b>
<b>Less Operating Expenses</b>					
Wages Pensions PAYE		68,226		68,226	75,376
Rent		5,930		5,930	5,724
Telephone & Internet		307		307	312
Website & Email		174		174	160
Toys & Resources		593	24	617	925
Furniture & Equipment		539		539	2,113
Forest School Equipment		35		35	127
Art & Craft Consumable		141		141	473
Snacks & Water Cooler		710		710	954
Stationery & Postage		692		692	719
Health & Hygiene Equipment		714		714	277
Recruitment		-		-	-
Repairs & Maintenance		219	552	771	218
End of Term Gifts		177		177	176
Special Events		539		539	130
Marketing & Advertising		-		-	12
Insurance		604		604	705
Professional Fees		1,249		1,249	820
DBS Checks		104		104	384
Subscriptions		72		72	75
Uniform & Clothing		-		-	-
Payroll & Accountancy Services		410		410	274
Staff Training		1,104	1,000	2,104	1,248
Fundraising Expenses		-		-	66
Bank Charges		14		14	-
Fire Refurbishment Expenses		238		238	-
<b>Total Operating Expenses</b>		<b>82,792</b>	<b>1,576</b>	<b>84,368</b>	<b>91,266</b>
<b>Surplus/Deficit</b>		<b>19,483</b>	<b>(576)</b>	<b>18,907</b>	<b>(441)</b>
Cash balances b/f		51,543	576	52,119	52,560
<b>Balances c/f</b>		<b>71,026</b>	<b>-</b>	<b>71,026</b>	<b>52,119</b>

**DUXFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1165461**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2020**

	Notes	2020	2019
		£	£
<b>RESERVES</b>			
Balance b/f		52,119	52,560
Excess income over expenditure		18,907	(411)
	<b>Total reserves</b>	<b>71,026</b>	<b>52,119</b>
<b>CASH FUNDS</b>			
Current Banking Account		71,026	52,119
	<b>Total cash funds</b>	<b>71,026</b>	<b>52,119</b>
<b>LIABILITIES</b>			
Rent	3	1,373	-
Independent Examination		150	-
	<b>Total liabilities</b>	<b>1,523</b>	<b>-</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds	4	-	576
Unrestricted funds		71,026	51,543
	<b>Total charity funds</b>	<b>71,026</b>	<b>52,119</b>

Notes to the accounts for the year ended 31<sup>st</sup> August 2020.

## 1 ACCOUNTING POLICIES

### Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

### Income

All income is included at the time of receipt.

### Expenses

All expenditure is accounted for at the time of payment.

## 2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

## 3 RENT

Due to administrative reasons, the landlord did to invoice for rent during the financial year. The Trustees have therefore designated £1,373 of Reserves for this liability.

## 4 RESTRICTED FUNDS

	Balance 1 September 2019	Incoming	Expenditure	Balance 31 August 2020
Cambridge Community Chest	-	1,000	1,000	-
Stansted Passenger Community Fund	576	-	576	-