

## Trustees' Annual Report for the period

Period start date      Period end date  
From 01 04 2020 To 31 03 2021

### Section A

### Reference and administration details

Charity name	Hatherleigh Pre-School CIO
Other names charity is known by	Hatherleigh Pre-School
Registered charity number (if any)	1169580
Charity's principal address	Hatherleigh Community Centre Bowling Green Lane
	Hatherleigh Okehampton
	Devon
Postcode	EX20 3HB

### 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	Patrick Kimber		01/04/2020-30/09/2020	
2	Jenny Hall		01/04/2020-30/09/2020	
3	Abby Powys-Cobb		01/04/2020-30/09/2020	
4	Gemma Shepherd			
5	Verity Colbear			
6	Megan Luxton		30/09/2020- ongoing	
7	Julie Jordan		20/10/2020 - ongoing	
8	Tabitha Paddon		30/09/2020 - ongoing	
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### 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

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

**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	CIO Association (registered October 2016)
Trustee selection methods	Elected at 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.

**Section C Objectives and activities**

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

The charity works for the public benefit having as its objectives the development of children and young people, promoting their care and safety, promoting their education and parental involvement, promoting their health and wellbeing and providing services to support them and their families and carers.

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 offer sessional childcare term time only to a maximum of 29 children per session. Our core hours are Monday -Friday 9am – 3pm with breakfast club available from 8.30am. We accept two year old funding and early years education funding and also offer the extended entitlement of 30 hours if parents are eligible. Additional sessions are also available for four weeks in the summer holidays. We also staff the parent & toddler group – Chatterbox on a Friday morning, these sessions take place in rooms adjacent to the Pre-School.

Trustees are aware of the guidance provided by the Charity Commission and endeavour to adhere and pay due regard to all guidelines.

**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.

## Section D

## Achievements and performance

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

**We have provided childcare for 40 children throughout the year and have continued to open during the pandemic in line with government guidance.**

## Section E Financial review

Brief statement of the charity's policy on reserves

The charity holds a reserve to cover one months wages and room hire costs, along with a redundancy fund which is reviewed annually. £9684 (one months running costs) & £20000 (redundancy fund)

Details of any funds materially in deficit

### 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.

## 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

Signature(s)	<i>M. Loxton</i>	<i>S. F. Miles</i>
Full name(s)	Megan Loxton	SARAH MILES
Position (eg Secretary, Chair, etc)	Chair	Manager
Date	26/1/22	

**Hatherleigh Pre-School CIO**
**1169580**
**BALANCE SHEET 01/04/2020 - 31/03/2021**
**INCOME**

Early Years Education Grant	76,031.41
Parent Fees/Holiday Club Fees	6,487.60
DCC Amendments Spring Term	995.49
Misc. Income/Donations	5,198.55
Chatterbox o/s from 19/20	53.00
DCC Amendments o/s from 19/20	169.43
<b>£</b>	<b>88,935.48</b>

**EXPENDITURE**

Staffing Costs	70,741.16
Premises Cost - Room Hire	8,015.99
Premises Costs - Telephone	826.19
Insurance/Professional Fees	95.00
Fundraising Expenditure	0.00
Bank Costs	0.00
DBS Charges	0.00
Staff Uniform	40.65
Play Equipment	1,389.91
Postage/Stationary	1,168.45
Other Office Costs	370.33
Session Resources	452.43
Misc.	0.00
Snack/Refreshments	415.89
Consumables	1,538.73
Cleaning	36.94
<b>£</b>	<b>85,091.67</b>

**Balance B/F 01/04/2020**

13,077.72

**Income 2020-21**

88,935.48

**£ 102,013.20**
**Less Expenditure 2020-21**

-85,091.67

**£ 16,921.53**
**Represented by**

Balance at bank 31/03/2021	13,593.04
Payments not cleared 31/03/2021	
Income not cleared 31/03/2021 (Marjon)	2,333.00
Income not cleared 31/03/2021 (DCC)	995.49
<b>£</b>	<b>16,921.53</b>

**Balance at reserve 31/03/2021**

Business Reserve	29,696.25
Represented by:	
(redundancy £20,000)	20,000.00
(contingency £6895.98)	6,896.25
(AFC Room Hire £2800)	2,800.00
<b>£</b>	<b>29,696.25</b>

**Hatherleigh Pre-School CIO Fundraising Account Balance Sheet  
01/04/2020 - 31/03/2021**
**Income**

Interest transferred	£3.68
Donation, Christmas Fundraising, spoon sales	£156.75
<b>Total Income</b>	<b>£ 160.43</b>

**Expenditure**

Gazebo	£191.96
Playpen Barrier	£98.79
Bins	£159.96
Bank Charges	£2.40

**Total Expenditure**
**£ 453.11**

Balance B/F 1st April 2020

£ 2,195.20

Income

£ 160.43

**£ 2,355.63**

Less Expenditure 2020-2021

£ 453.11

Represented by:

£ 1,902.52

Balance at Bank 31/03/2021

**£1,902.52**











Section A

Independent Examiner's Report

Report to the trustees/  
members of

Hatherleigh Pre-School CIO

On accounts for the year  
ended

31/03/2021

Charity no  
(if any)

1169580

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

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

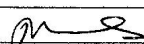
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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:

26/11/21.

Name:

Jill Hicks - MICB.

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

Member of Institute of Certified Bookkeepers.

Address:

Bryn Avelon.  
Hatherleigh  
Devon EX20 3LL.

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.