



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 April 2023	To	31 March 2024

Section A Reference and administration details

Charity name	Hatherleigh Pre-School CIO
Other names charity is known by	
Registered charity number (if any)	1169580
Charity's principal address	Hatherleigh Community Centre
	Bowling Green Lane
	Hatherleigh Okehampton
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	Megan Luxton			
2	Tabitha Paddon			
3	Gemma Ruff			
4	Katherine Sluggett		26/04/2023 -	
5	Lydia Galvin		21/02/2024 -	
6	Amy Houldcroft		23/03/2024 -	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

CIO Association (registered October 2016)

Trustee selection methods  
(eg. appointed by, elected by)

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 objects 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 29 children per session, our core hours are Monday – Friday 9am – 3pm with breakfast club sessions available 8.30-9am. We accept two year old funding – both targeted and working entitlement (15 hours per week) and also accept early years funding – universal (15 hours) and working entitlement (30 hours). Additional sessions are also available during the summer holidays.

We also staff the parent & toddler group – Chatterbox on Tuesday afternoon, this session takes place in a room adjacent to the Pre-School within the Children's Centre area.

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

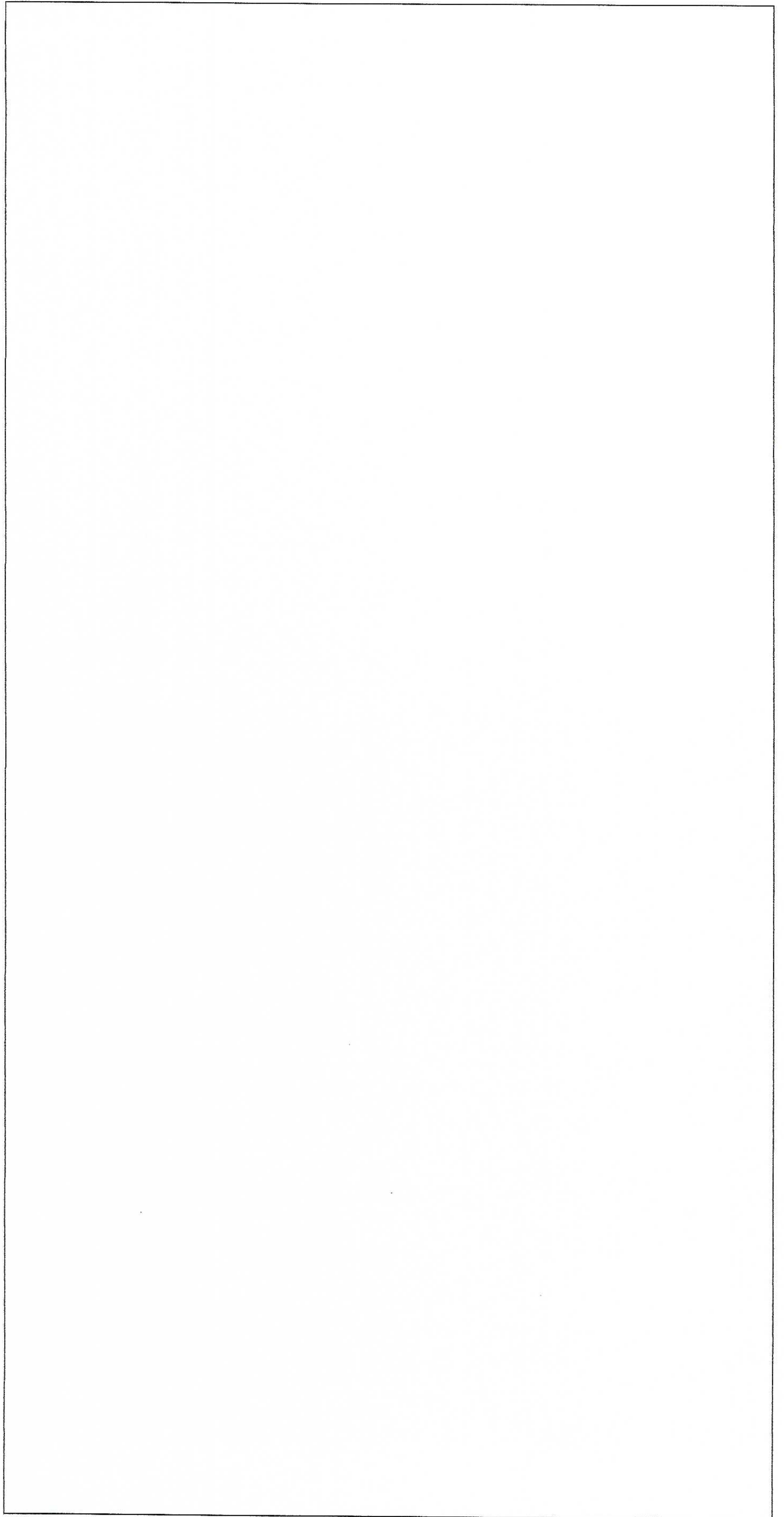
**Additional details of objectives and activities (Optional information)**

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

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



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





**Section E****Financial review**

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

The charity holds a reserve of £45144 to cover one terms running costs and redundancy costs.

**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>Ksluggett</i>	<i>lgalvin</i>
Full name(s)	KATHERINE SLUGGETT	LYDIA GALVIN
Position (eg Secretary, Chair, etc)	Treasurer	Secretary.
Date	29-1-25	



# BALANCE SHEET 01/04/2023 - 31/03/2024

## INCOME

Early Years Education Grant	£	113,638.83
Parent Fees/Holiday Club Fees	£	13,363.60
Misc. Income/Donations	£	415.69
Actual	£	<u>127,418.12</u>

£	<u>127,418.12</u>
---	-------------------

## EXPENDITURE

Staffing Costs	£	106,636.67
Premises Cost - Room Hire	£	10,273.78
Premises Costs - Telephone	£	947.87
Insurance/Professional Fees	£	874.67
Fundraising Expenditure	£	10.00
Bank Costs	£	-
DBS Charges	£	-
Staff Uniform		
Staff Training	£	568.75
Play Equipment	£	2,379.27
Postage & Stationary	£	973.94
Other Office Costs	£	407.05
Session Resources	£	1,306.70
Misc.	£	-
Snack/Refreshments	£	905.19
Consumables	£	1,607.32
Cleaning	£	-
	£	<u>126,891.21</u>

Balance B/F 01/04/2023	£	20,758.45
Income 2023-24	£	127,418.12

£	<u>148,176.57</u>
---	-------------------

Less Expenditure 2023-24	-£	126,891.21
--------------------------	----	------------

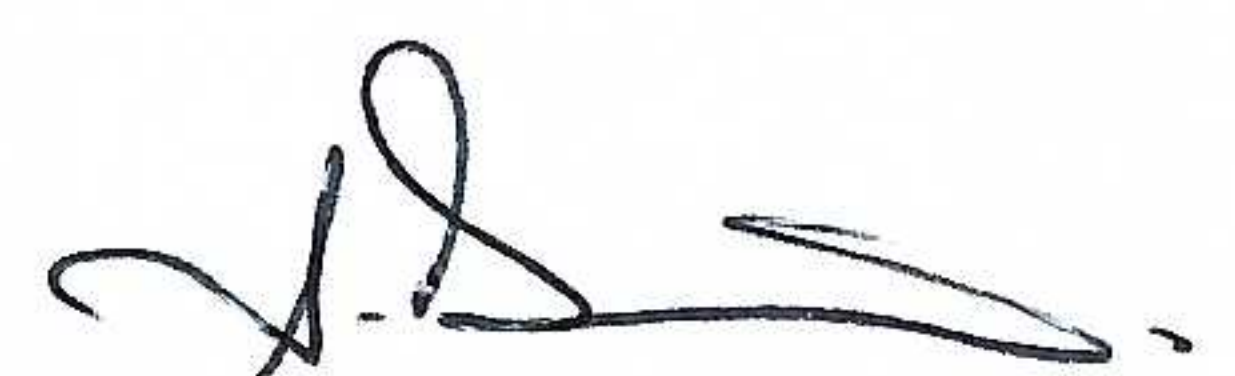
£	<u>21,285.36</u>
---	------------------

Represented by		
Balance at bank 31/03/2024	£	21,022.72
Payments from Reserve Account	-£	115.91
Income not cleared 31/03/2024	£	378.55

£	<u>21,285.36</u>
---	------------------

Balance at reserve 31/03/2024		
Business Reserve	£	45,144.38
Represented by:		
(redundancy £32,000)	£	32,000.00
(contingency £13,144.38)	£	13,144.38

£	<u>45,144.38</u>
---	------------------







Section A

Independent Examiner's Report

Report to the trustees/  
members of

Hatherleigh Pre-School CIO

On accounts for the year  
ended

31<sup>st</sup> March 2024

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 **31/03/2024**.

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:

24.1.25

Name:

JILL HICKS

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

MICB

Address:

BRIN AWELON  
HATHERLEIGH  
DEVON EX20 3LL

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.