

DUNKESWELL PRE-SCHOOL CIO

ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS

YEAR ENDED 31 JULY 2023



DUNKESWELL PRE-SCHOOL CIO

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DUNKESWELL PRE-SCHOOL CIO

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 JULY 2023**

Trustees

Deborah Chappell, Chair
Sharon Collins
Gemma Richards

Charity registered number

1179461

Principal office

Dunkeswell Pre-School
Unit 6 Culme Way
Dunkeswell
Honiton
EX14 4JP

Accountants

Griffin
Chartered Accountants
165 High Street
Honiton
EX14 1LQ

DUNKESWELL PRE-SCHOOL CIO

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2023

The Trustees present their annual report together with the accounts of Dunkeswell Pre-School for the year ended 31 July 2023. The Trustees confirm that the annual report and accounts of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting Charities" issued in March 2005.

Structure, Governance & Management

Dunkeswell Pre-School is a charity pre-school governed by the PLA Constitution. All Trustees are voted on once a year at the Annual General Meeting by other committee members. If someone shows an interest in becoming a Trustee, they will work alongside a current Trustee for a period before fully taking over the role. The Trustees consider major risks by having a prospective which is updated as new legislation, rules and regulations come into place.

Objectives & Activities

The charity's objective is to enhance the development and education of children under statutory school ages in a parent-involving community-based group. The main activities undertaken by the charity for public benefit are to provide a safe, secure and stimulating environment and also to work within a framework to ensure equal opportunities for all children and families.

Achievements & Performance

This year has been an exciting year for the preschool, the staff and children have worked extremely hard this year on our wonderful Allotment. The children have enjoyed growing and harvesting their own vegetables, growing flowers which have been sold on the preschool stall. This Continues to be an amazing space for the children to enjoy and we can't wait to see what they will be doing throughout the next year, Our main focus with fundraising will be to develop this area and make it a really wonderful space for the children. Lorraine has also applied for a grant from Tesco's which we hope will help with this goal. The staff arranged a volunteer day for the allotment where we asked parents to come and help us get the allotment ready for summer. A huge thank you to all who took part and a special thank you to Ollie Star and his team who did a huge amount of the work needed in preparation for the summer.

We have had a few changes to staffing this year. We said Goodbye to Elaine who sadly moved on to another role. We wish her all the best for the future. Angela accepted a role in the main room as a preschool assistant in line with her admin role. We welcomed Claire back as a one to one for a child. Claire has now completed her level 2 and we are delighted that we have been able to offer her a permanent position which we hope will combat the challenges we have faced in previous years with staffing shortages and hopefully will also allow staff the time needed to complete their tapestry's and other back office tasks. With all the many changes to staffing this year as always everyone has done an outstanding job of keeping the preschool open and being flexible when needed. We would like to say a huge thank you to all staff for your amazing work and dedication to Dunkeswell preschool.

DUNKESWELL PRE-SCHOOL CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2023

Achievements & Performance - Continued

Sharon made the decision to resign in December as she felt that her time at the preschool was coming to an end and felt that with her new role she did not have the time to commit to her role with the preschool, we advertised for a new Treasurer with Laurence coming forward for the role, Thank you Laurence for joining us, your knowledge and business experience is such an asset to the preschool and we are so grateful for your help. Sharon wanted to finish out this year with Laurence as vice Treasurer working alongside her. Laurence has taken on invoicing and the Devon County Council claims from Angela as part of his role with the expectation of Sharon handing this over in September. I would personally like to say a huge thank you to Sharon for all her hard work over the last 3 years.

We have had two Ofsted visits this year, the first visit in September 2023 gave us some lovely feedback outlining the wonderful relationships the staff had with the children and the communication between them. Sadly, we received a needs improvement rating due to a lapse in first aid certificates (which have now all been updated), we were visited again in June where we received the rating of good. Again, they had some truly wonderful things to say about staff, communication and so much more. A huge well done to all staff for this very much deserved achievement.

We have been able to host a few fundraisers this year, sadly we did have to cancel a few due to various reasons.

- The 2022 Inflatable fun day went ahead and raised a fantastic £500.
- The Christmas Bazar / Christmas card sales was a huge success and raised Over £1000. The Christmas Bingo was sadly cancelled due to snow and a red weather warning.
- The Easter coffee morning sadly was cancelled due to not having enough volunteers, but we did hold an Easter raffle which raised over £300.
- The bookstall / donations stall outside the preschool has been a huge success this year. Raising over £1,300 this year.
- We also had very generous donation from the parish council of £1,000.
- Angela organised another Bag2school collection which was great success and raised £128.
- Inflatable fun day 2023 raised £100

Autumn term 2022

- We started back on the 5th of September 2022; we had 24 children on roll.
- We spent a lot of time down the allotment harvesting our produce: potatoes, peas and courgettes.
- We save the seeds of the sunflower heads and dried peas ready for next year seeds.
- Lorraine organised the fire equipment and alarm to be tested.
- On Friday 23rd of September Lorraine phoned me to say Ofsted were coming in on Monday the 26th of September to inspect us.
- We all came in on the Sunday for a briefing and to make sure we all know what to do and expect.
- The Ofsted went well, and all staff and children were amazing. However, we could only get requires improvement as all our first aid certificates were out of date and as I was led to believe we didn't have 3 months grace on them.

DUNKESWELL PRE-SCHOOL CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2023

Autumn term 2022 - Continued

- Although the first aid courses for all staff were already booked two weeks after Ofsted, they still wrote the action plan as requires improvement, but said the action plan is already done. I was very disappointed and thought that was a bit harsh.
- The report had lots of very positive things to say about us.
- I updated my safeguarding certificate, and we all updated our first aid course.
- Jane liaised with a family and outside agency to support a child with additional needs.
- Katie from Broadhembury school visited and handed out leaflets.
- Angela attended a DAF course.
- Julie and Kerry put on a mo-town night, with half the money raised going to Pre-school, thank-you to them.
- The Trustees put on a Christmas bazaar, and did a brilliant job, despite being very short on volunteers.
- Kerry and Julie from Devon County Council visited to see if we needed any support because of our Ofsted report, none really needed as it was just our first aid, which was already organised.
- We finished the term with a Christmas party for the children where we had a magician and a visit from Santa.

Spring term 2023

- We started the term with 28 children on roll.
- Lorraine and I attended a fire marshals' course in Exeter and Speech and Language visited to support a child.
- Angela attended a portal course, Lorraine attended a Personal, Social and Emotional course and how it affects language.
- Lorraine also updated her safeguarding certificate.
- I attended a book course and brought 20 new books for the children to enjoy.
- Sharon informed us she would like to step down in September 2023, Pre-school advertising for a treasurer, we had a visit from Laurence Quinn, and he agreed to help us out and step into Sharon's shoes in September 2023. Thank you, Laurence.
- With your business knowledge I feel you can really help Pre-school with the financial side of things when times are financially tough of all.
- Thank you Sharon for all your hard work! You do so much voluntary work for so many charities, I feel by stepping down you will not need to spread yourself so thin, but I do thank you for stepping in when nobody else wanted to. I wish you all the best in all your voluntary work you do.
- Elaine decided to move on, and Angela took up Elaine's hours with Claire picking up Angela's hours.
- We celebrated world book day by dressing up in our favourite characters and reading the children's favourite books.
- Angela set up cool milk for us, to provide the children with free milk at snack time and lunch time.
- Angela attended a sensory processing course, and the children enter the Dunkeswell spring flower show with garden on a plate, Lydia Morris won the cup.
- Lorraine attended a phonics course and Claire's assessor came in to do an observation on Claire.
- End of term the trustees did an easter raffle draw and brought in some funds for pre-school to be spent on the children.

DUNKESWELL PRE-SCHOOL CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2023

Summer term 2023

- We started the summer term with 31 children on roll.
- The educational psychologist came to visit a child going into school in September.
- Angela organised the library lady to come and visit, to hand out leaflets about the library and read to the children, and speech and language visited a child in the setting.
- We celebrated the king's coronation and handed out medals to all the children as a souvenir.
- Angela organised the hearing for dogs to visit and tell us their role and how the dog helps people with loss of hearing.
- We had a volunteering day at the allotment to help to get some of the jobs done without any cost to the Pre-school unfortunately we only had three helpers, but we did manage to get some jobs done thank you to everybody who helped.
- Jane attended a SENCO Forum and Lorraine attended the parish council meeting to read out a report, thank you Lorraine.
- The parish council gave a grant to spend down the allotment, thank you to them.
- Two of Honiton primary school teachers came in to visit children going into their school in September.
- Deborah attended a networking meeting online and Claire's assessor came to observe Claire again.
- 29th of June Ofsted came to do inspect us again, she was very nice and said she thought we would like to get it over and done with so we can have a nice relaxing holiday.
- The inspection went very well, we got good in all areas and again had lots of positive feedback.
- The children made fish and butterflies to hang up in the church for the flower festival and the children entered painted flower on a plate for the Dunkeswell summer flower show. Evelyn Solf won.
- We had two students from Honiton community college on the last week to do work experience with us.

On the last day of term, we had a leavers party at the allotment, we had dancing, bubbles, head garland making and tattoos. The weather was glorious, and the children had a wonderful time with their friends before going off to 7 different schools.

There are some many people to thank. Firstly, Julie and Christian for letting us have the building for free, for the trustees for all their voluntary work to run the business and do fundraising. The community for supporting our events, book stall and donation stall. The parents and grandparents for support us and of course our hard-working staff who although get paid do a lot behind the scenes for free.

Thank-you all for your hard work and commitment to make pre-school a safe and secure place for children to come enjoy and have fun, learn new things, and make brilliant friends.

DUNKESWELL PRE-SCHOOL CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2023

Reserves policy

The Charity has estimated that, in the event of a closure, the necessary redundancy and unavoidable running expenses would equate to approximately £40,000 which forms the Charity's reserves policy. As at 31 July 2023 the Charity held total cash funds of £71,405 with Lloyds Bank and therefore has sufficient reserves to satisfy its ongoing obligations.

Financial Review

The principal source of income is Government funding, received directly from Devon County Council – Three Year Old funding, Two Year Old funding and 30 Hour Working Parent funding. Parents of children who do not qualify for these funded hours, or who use more than their funded hours, are invoiced monthly at hourly rates set, and regularly reviewed, by the Trustees.

The Charity has three bank accounts, currently all held with Lloyds Bank: a Current Account, a Fundraising Account and a Savings Account.

The Trustees review the Pre School's finances each month to determine how much fundraising needs to be done, to make sure money is spent for the benefit of the PreSchool children and to ensure that all income and expenditure is well managed.

The Trustees have prepared a budget for the 2023-24 financial year and all income and expenditure is reported against this budget on a monthly basis.

A Debtors report is produced each month for the Trustees and all overdue sales accounts are chased to ensure outstanding balances are paid. At the July 2023 year end there was one long outstanding debt (£1,055.44) and this is actively being pursued through the Small Claims Court.

During the year, the charity received total income of £82,823 and had total costs of £80,426 giving a surplus of £2,397. The charity has healthy reserves and is therefore a going concern.

The report was approved by the Trustees on 10/04/2024 and signed on their behalf by:



Deborah Chappell
Chair of Trustees

DUNKESWELL PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JULY 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DUNKESWELL PRE-SCHOOL

I report on the accounts of the Trust for the period ended 31 July 2023 which are set out on pages 9-11.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

DUNKESWELL PRE-SCHOOL

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 JULY 2023**

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matters have come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

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.



Laura Waycott FCA

Dated: 11/4/24

Griffin
Chartered Accountants
165 High Street
Honiton
EX14 1LQ

DUNKESWELL PRE-SCHOOL CIO**RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2023**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Receipts				
Fundraising	3,862	-	3,862	1,385
Donations	1,198	-	1,198	363
Devon County Council	59,269	-	59,269	54,754
Interest	170	-	170	4
Fees from parents	18,269	-	18,269	21,373
Sweatshirts and T-shirts	55	-	55	75
TOTAL RECEIPTS	82,823	-	82,823	77,954
Payments				
Cost Of Sales	429	-	429	-
Advertising	516	-	516	335
Bank Charges	229	-	229	184
DBS checks	31	-	31	120
Computer Costs	1,072	-	1,072	645
Consumables	1,273	-	1,273	1,045
Equipment	222	-	222	182
Food	783	-	783	482
Gift	-	-	-	300
Insurances	843	-	843	830
Maintenance	2,757	-	2,757	1,132
General admin expenses	1,658	-	1,658	2,622
Ofsted Fee	35	-	35	-
Other Professional Services	975	-	975	1,379
Pension	2,061	-	2,061	2,427
Play Equipment	235	-	235	-
Printing, Postage and Stationery	2	-	2	575
Raising funds	572	-	572	-
Rubbish collection	1,025	-	1,025	934
Carried forward	14,718	-	14,718	13,192

DUNKESWELL PRE-SCHOOL CIO**RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2023**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Payments				
Brought forward	14,718	-	14,718	13,192
Staff training	1,226	-	1,226	-
Staff uniforms	309	-	309	503
Utilities	3,488	-	3,488	2,311
Wages and salaries	60,628	-	60,628	72,735
Discount	57	-	57	-
TOTAL PAYMENTS	80,426	-	80,426	88,741
SURPLUS/(DEFICIT)	2,397	-	2,397	(10,787)

DUNKESWELL PRE-SCHOOL CIO

**STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 JULY 2023**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Cash funds				
Current Account	23,041	-	23,041	24,448
Fundraising Account	8,312	-	8,312	6,947
Savings Account	40,052	-	40,052	37,603
Cash Balance	-	-	-	10
TOTAL ASSETS	<u>71,405</u>	<u>-</u>	<u>71,405</u>	<u>69,008</u>

The accounts were approved by the Trustees on 10/04/2024 and signed on their behalf by:




Deborah Chappell
Chair of Trustees



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Disabled

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Deborah Tootell	Status signed	Viewed At 04/10/2024 02:49 EDT
Email debbie.tootell1990@gmail.com	Multi-factor Digital Fingerprint Checksum 2f1766ada874180df45cd3ec49c4e17beba630c77baff1cf9e0184e721ef6040	Identity Authenticated At 04/10/2024 02:50 EDT
Components 4	IP Address 86.170.163.113	Signed At 04/10/2024 02:50 EDT
	Device Mobile Safari via iOS	
	Drawn Signature 	
	Signature Reference ID 7648FFEB	
	Signature Biometric Count 4	

AUDITS

TIMESTAMP	AUDIT
04/09/2024 12:12 EDT	Team Griffin (office@griffinaccountancy.co.uk) created document 'Dunkeswell_Annual_Report_and_Accounts_2023.pdf' on Chrome via Windows from 54.144.112.110.
04/09/2024 12:12 EDT	Deborah Tootell (debbie.tootell1990@gmail.com) was emailed a link to sign.
04/10/2024 02:49 EDT	Deborah Tootell (debbie.tootell1990@gmail.com) viewed the document on Mobile Safari via iOS from 86.170.163.113.
04/10/2024 02:50 EDT	Deborah Tootell (debbie.tootell1990@gmail.com) authenticated via email on Mobile Safari via iOS from 86.170.163.113.
04/10/2024 02:50 EDT	Deborah Tootell (debbie.tootell1990@gmail.com) signed the document on Mobile Safari via iOS from 86.170.163.113.