

# THE OLD DALBY PRE-SCHOOL PLAYGROUP

England & Wales · Charity number 503727

## Details

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**Other names** THE OLD DALBY PLAY GROUP

**Status** Registered

**Legal form** Other

**Registered** 1974-11-01

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Primary School  
Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

**Phone** 01664823100

**Email** [OLDDALBYPRESCHOOL@HOTMAIL.CO.UK](mailto:OLDDALBYPRESCHOOL@HOTMAIL.CO.UK)

**Website** [www.olddalbypreschool.org.uk](http://www.olddalbypreschool.org.uk)

## Activities

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**Objects:** The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Activities:** Old Dalby Preschool provides early years education for children aged 2-5, within the EYFS framework.

## Classification

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

## Geography

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- Leicestershire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£171,505	£149,694	-	-
2024-07-31	£137,672	£123,478	-	-
2023-07-31	£87,083	£97,574	-	-
2022-07-31	£79,727	£81,095	-	-
2021-07-31	£68,874	£68,529	-	-
2020-07-31	£73,916	£61,571	-	-

## Trustees

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Name	Role	Appointed
<b>Shane Cooke</b>	Chair	2021-05-26
Adam Walker		2025-08-07
Elisabeth Walker		2025-01-06
Georgina Snodin		2025-07-16
James Snodin		2025-08-07
Sarah Wiles		2024-04-18

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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**OLD DALBY PRESCHOOL PLAYGROUP**  
**REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31ST JULY 2025**

**Principal Address:**

Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

**Independent Examiner:**

**Nicci Hooper**

21 Cherry Tree Close,  
Exeter,  
England,  
EX4 5AT

A charitable organisation registered in England and Wales

Registered Charity no: 503727

OFSTED Unique Reference no: EY414047

## **Charity's Trustees and senior management during the period of the accounts and to date:**

### **Trustees**

Chairperson: Current – Shane Cooke (appointed 13/8/21, voted Chair 31/12/25)

Previous – Linzi Drury (appointed 10/11/21, resigned 31/12/25)

Treasurer: Current – Adam Walker (appointed 7/8/25)

Previous – Phil Watson (appointed 06/02/19, resigned 7/8/25)

Secretary: Current – Elisabeth Walker (appointed 6/1/25, voted Secretary 31/12/25)

Previous - Shane Cooke (appointed 26/05/21, resigned 31/12/25)

### **Current Trustees:**

Sarah Wiles (appointed 21/5/25)

Georgina Snodin (appointed 16/7/25)

James Snodin (appointed 7/8/25)

### **Former Trustees:**

Jack Rodgers (appointed 26/6/25, resigned 13/2/26)

Carly Steel (resigned 18/10/24)

Victoria Kane (resigned 26/6/25)

Emily Steel, formally Christopher Steel (resigned 31/12/25)

### **Senior management**

Preschool Manager: Leonie Miller-Pounder

Preschool Deputy Manager: Kimberley Cooke

### **Advisors**

Bank: HSBC Bank

### **Charity's structure**

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee following appropriate suitability checks (e.g. DBS).

### **Charitable objectives and main activities**

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities and inclusion for all children.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
- Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance, Department for Education, Ofsted and Leicestershire County Council.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to primary school with a smooth transition.
- The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

## **Annual review of achievements and performance during the 12 months to 31 July 2025**

### **Summary**

During the 2024/25 academic year, the preschool continued to provide high-quality childcare and early years education within a safe, welcoming and stimulating environment for children and families in the local community. The setting operated Monday to Thursday from 8:00am to 5:00pm and Friday from 9:00am to 3:30pm.

The preschool maintained strong attendance throughout the year, with approximately 40 children on roll. The setting continued to offer places for children aged 18 months to 4 years within the main preschool provision, supporting children's learning and development through a broad range of play-based experiences and activities.

The Summer Club provision was again extremely popular during 2024/25 and operated at full capacity. The holiday provision catered for children aged 18 months to 8 years and provided a wide range of enriching activities designed to promote creativity, physical activity, social interaction and wellbeing in a fun and engaging environment.

The setting also continued to demonstrate its commitment to promoting children's health and wellbeing through maintaining recognised accreditations and programmes including Healthy Tots, Sun Safe and the Funky Feet Programme. These initiatives have supported the preschool's ongoing focus on healthy lifestyles, outdoor play and physical development.

### **Staffing**

The Trustees continued to recognise that the quality, experience and stability of the staff team remain central to the success of the Preschool and the delivery of high-quality care and education. The Preschool continued to meet its obligations under the staff pension scheme and fulfilled all auto-enrolment requirements throughout the year.

Staff wages remained the Preschool's largest area of expenditure during 2024/25, reflecting the ongoing commitment to attracting, supporting and retaining a skilled and dedicated staff team within the early years sector.

In April 2025, staff pay was increased in line with the rise in the National Living Wage. In addition, individual staff salaries were reviewed and adjusted in recognition of qualifications achieved, levels of experience and individual job responsibilities within the setting. The Trustees were also pleased to provide staff with a Christmas bonus in recognition of their continued hard work, commitment and contribution throughout the year.

The Preschool continued to invest in staff development and training throughout the year. One member of staff successfully achieved a Level 3 Forest School qualification, supporting the setting's commitment to outdoor learning and nature-based experiences for children. In addition, the Preschool Manager completed ELKLAN training, further strengthening the setting's ability to support children's speech, language and communication development.

### **Trustees**

The Preschool Manager continued to work alongside the Trustees to provide updates and seek guidance on the running of the setting. This is achieved through her attendance at Committee meetings, where updates on child numbers, policies and operational matters are shared. The Trustees also continued to carry out regular supervisions with the manager.

The Preschool's policy and procedure documents continued to be reviewed, with safeguarding policies and procedures reviewed every six months. Trustees continued to access relevant training to ensure they were up to date on safeguarding, prevent duty and best practice policies and procedures.

The Preschool's Annual General Meeting (AGM) and annual policy review/sign-off took place on 13 March 2025. Trustees continued to work closely with the Preschool Manager and staff team to support the effective governance and ongoing development of the setting.

Throughout the year, Trustees remained committed to ensuring the Preschool operated in line with its legal and regulatory responsibilities, regularly reviewing policies, procedures and financial information to support the continued sustainability and quality of the provision.

## **Marketing and General**

The Preschool continued to market its services in the local area. The Facebook page and website continued to be used to communicate with existing parents, prospective parents and the wider community, and the Preschool continued to promote itself locally.

## **Property**

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. The setting continued to carry out maintenance and invest in equipment and resources for the children throughout the year to ensure a safe, stimulating and age-appropriate learning environment.

During Summer 2025, significant improvements were made to both the indoor and outdoor learning environments. The garden area was renovated and thoughtfully redesigned to create separate outdoor spaces for children aged 18 months to 3 years and for children aged 3 years and above. This has enabled staff to provide more tailored outdoor learning opportunities appropriate to the developmental stages and needs of the children.

Internally, the cloakroom area was converted into a dedicated room specifically for children aged 18 months to 2 years, creating a calm and nurturing environment for the youngest children attending the setting. In addition, the main preschool room was reorganised and divided into two sections: one for children aged 2 to 3 years and a separate area for the older cohort preparing to transition to primary school. These changes have supported more focused learning experiences and age-appropriate activities across the setting.

## **Improvements and Initiatives**

Staff continued to use the Tapestry online journal system for each child, enabling regular communication with parents and carers and sharing children's learning, development and achievements throughout the year.

Forest School and outdoor learning continued to play an important role within the Preschool's curriculum offer, supporting children's confidence, independence, physical development and understanding of the natural environment. The setting remained committed to providing a broad range of play-based experiences tailored to the needs and interests of the children.

During 2024/25, the Preschool introduced several new initiatives to further support children's health, wellbeing and physical development. A supervised toothbrushing programme was introduced within the setting to encourage positive oral health habits from an early age. The Preschool also continued to deliver the Funky Feet Programme, promoting physical activity, coordination and healthy lifestyles through structured movement activities.

To further enhance opportunities for physical development, the Preschool hired the local village hall on a weekly basis, providing children with access to a larger space for movement-based activities and gross motor skill development. This additional space enabled staff to deliver a wider variety of physical activities and games to support children's balance, coordination and confidence.

## **Fundraising**

Fundraising activities generated £1,017.02 during the 2024/25 financial year, with fundraising expenses totalling £32.60. These funds supported the Preschool's charitable activities and contributed towards investment in resources, equipment and experiences for the children.

The main fundraising event during the year was the Preschool's annual Christmas Fair, which once again proved to be a successful and well-supported community event. The fair included a Santa's Grotto, festive activities for families and visits from a professional photographer, helping to create an enjoyable experience for children and parents while raising valuable funds for the setting.

Money raised throughout the year contributed towards improvements to the learning environment, resources and activities for the children, including enhancements to the indoor and outdoor provision and supporting wider opportunities for children's development and wellbeing.

## **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

## **Financial review**

Overall, the Preschool remains in a healthy position at the end of the 2024/25 financial year. For the period of the accounts, total turnover was £171,505.47 with administrative costs of £149,694, resulting in a surplus/profit after taxation of £21,811.09. This was an increase compared with the surplus of £14,126.82 reported for 2023/24.

The largest sources of income were LCC FEEE funding of £132,541.16 and fee income of £37,266.17. Interest income was £942.49 and fundraising activities generated £1,017.02. Wages remained the largest cost at £118,344.55, followed by equipment of £7,980.40, pension costs of £5,600.85, maintenance of £2,918.19, utilities of £2,504.62 and CPD costs of £2,087.66.

The Preschool continued to manage costs carefully while investing in the staff team, equipment, maintenance and resources necessary to provide a high-quality childcare setting. The Trustees remain mindful that income can fluctuate depending on enrolment levels and funding arrangements, while costs such as wages, utilities, maintenance and insurance can continue to rise.

Total unrestricted reserves held by the Preschool at 31 July 2024 were £52,677, with no restricted reserves. Based on the 2024/25 surplus shown in the profit and loss report, indicative reserves would increase to £74,291 before any further adjustments or balance sheet items. This figure should be checked against the final examined receipts and payments accounts and the statement of assets and liabilities for 2024/25 before submission.

The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below expected levels, or in the event of continued rises in costs. The intention would be to continue functioning as a Preschool if at all possible and to cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed regularly to ensure it remains within the required range and actions will be taken by the Trustees if this is not the case.

**Risk Management**

The Trustees are aware of the main risks to which the charity is exposed, including fluctuations in child numbers, rising salary costs, inflationary pressures, changes to funding arrangements, and ongoing increases in operational costs. They are satisfied that reserves are currently sufficient, but recognise that income and expenditure will require careful monitoring to ensure the charity can continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees

Full name: .....Adam Walker.....

Date: ...30.5.2026.....

Position held: ...Treasurer .....



Old Dalby Pre-school Profit and loss and balance sheet 1st August 2024- 31st July 2025

PROFIT AND LOSS			
INCOME		EXPENDITURE	
Fees	£ 37,266.17	Wages	£ 118,344.55
funding	£ 132,541.16	Rent	£ 2,097.00
fundraising	£ 1,017.02	Utilities	£ 2,504.62
SEND funding	-£ 63.00	Food	£ 2,153.40
Donations	£ 0.08	CPD costs	£ 2,087.66
Interest	£ 942.49	Equipment	£ 7,980.40
School Dinners	-£ 198.45	Insurance	£ 1,464.49
<b>TOTAL INCOME</b>	<b>£ 171,505.47</b>	Maintainance	£ 2,918.19
		Payroll and account	£ 1,251.07
		Pension	£ 5,600.85
		Other	£ 3,292.15
			£ -
			£ -
<b>INCOME</b>	<b>£ 171,505.47</b>	<b>TOTAL EXPENSES</b>	<b>£ 149,694.38</b>
<b>SURPLUS</b>	<b>£ 21,811.09</b>		

BALANCE SHEET			
OPENING BALANCE	£ 52,677.23		
SURPLUS	£ 21,811.09		£ 1.20
CLOSING BALANCE	£ 74,488.32		
	-£ 197.32	accounts payable	
	£ 0.60	accounts receivable	
	<b>£ 74,290.40</b>		
<b>BANK</b>			
Current	£ 21,466.44		
Saving	£ 52,825.16		
	£ 74,291.60		

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Old Dalby Pre-school

On accounts for the year  
ended

31<sup>st</sup> July 2025

Charity no  
(if any)

503727

Set out on pages

2

(remember to include the page numbers of additional sheets) <sup>2</sup>

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

*Nicola Hooper*

Date:

25/05/2026

**Name:** NICOLA HOOPER

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

**Address:** 21 CHERRY TREE CLOSE  
EXETER  
DEVON EX4 5AT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

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

A significant number of receipts are missing, the charity has been advised of the need to keep adequate records. The Chair has confirmed that all items without a receipt have been bought for, and used within the charity.

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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**OLD DALBY PRESCHOOL PLAYGROUP**

**REPORT AND ACCOUNTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**

Principal Address:  
Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

Independent Examiner:  
Natalie Hanlon  
Woods House  
Hunts Road,  
Duxford  
CB22 7ZE

Charity's Trustees and senior management during the period of the accounts and to date:

Trustees

Chairperson: Current – Linzi Drury (appointed 10/11/21, voted Chair 18/10/24)  
Previous – Carly Steele (appointed 9/03/2022, resigned 18/10/24)

Treasurer: Current – Phil Watson (appointed 24/3/22)  
Previous – Victoria Lee (appointed 06/02/19, resigned 24/3/22)

Secretary: Current – Shane Cooke (appointed 26/05/21, voted Secretary 20/09/2023)  
Previous - Lauren Norton (appointed 26/05/21, resigned 20/09/2023)

Current Trustees: Sarah Wiles (appointed 18/4/24)  
Victoria Kane (appointed 27/02/24)  
Emily steel, formally Christopher Steel (appointed 27/7/23)  
Elisabeth Walker (appointed 6/1/25)

Former Trustees: Carly Steel (resigned 18/10/24)  
Lauren Norton (resigned 20/09/2023)

Senior management

Preschool Manager: Leonie Miller-Pounder  
Preschool Deputy Manager: Kimberley Cooke

Advisors

Bank: HSBC Bank

### Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee following appropriate suitability checks (e.g. DBS).

### Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities and inclusion for all children.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
- Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance, Department for Education, Ofsted and Leicestershire County Council.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to primary school with a smooth transition.
- The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

## Annual review of achievements and performance during the 12 months to 31 July 2024

### **Summary**

During the 2023 – 2024 financial year, the Preschool continued to provide childcare to children aged 2 to 4 years old for the core hours of 8.00am to 5.00pm Monday to Thursday, and 9.00 am to 3.30pm on Fridays during term time. While numbers have remained relatively consistent, there was an unexpected and significant increase in children enrolled from the beginning of 2024, with 40 children attending in the summer term. In addition, the preschool offered a successful summer club themed week in August 2023 for children between the ages of 2 and 8 years old.

The preschool has been able to deliver a range of activities throughout the year including continuing to arrange additional focussed sessions including yoga, forest schools and science. Several staff are successfully forest school trained at varying levels. These sessions are something that the children have engaged well with and thoroughly enjoy. Recognising the strong focus placed on health and wellbeing, the Preschool has successfully achieved the 'Healthy Tots Award' from Leicestershire County Council.

### **Staffing**

To ensure that the Preschool can continue to provide an excellent level of service, increases to staff salaries were made above national guidance in April 2024. In addition, a bonus was paid to the staff in December 2023 as acknowledgment of their continued hard work and dedication. The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

### **Trustees**

The Preschool Manager continued to work alongside the Trustees to provide updates and seek guidance on the running of the setting. This is achieved through her attendance at all Committee meetings, where updates on children numbers and new policies were shared. The Trustees also carried out regular supervisions with the manager.

The Preschool's policy and procedure document has been updated by the Preschool manager, with input from the Trustees and parents, and was signed off by the committee at the AGM (held on 18/04/24). This occurs on an annual basis, except for safeguarding policies and procedures which are reviewed every six months. Trustees continued to access training on Educare to ensure they were up to date on all safeguarding, prevent duty and best practice policies and procedures.

### **Marketing and General**

We continued to market the Preschool in the local area; the Facebook page continued to be updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine. The website continues to be updated by the Preschool Manager to showcase the best of the Preschool and will assist to engage with parents and the community.

### **Property**

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School.

In addition to ongoing maintenance of the site, the preschool has continued to invest in improvements to the garden area, as well as painting the outside of the building and providing a significant upgrade to the staff office space.

### **Improvements and Initiatives**

Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

The Preschool Manager is a Level 3 Forest School Leader, and other staff are also forest school trained, enabling the setting to offer these sessions.

Staff also continued to proactively promote children's health through the Leicestershire County Council scheme for tooth brushing and the Healthy Tots programme.

### **Fundraising**

This year £1,163.52 was raised through a successful quiz night and was used to update some resources, including bikes and the reading den.

### **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

### **Financial review**

Overall, the Preschool remains in a healthy position at the end of the 2023/24 financial year. For the period of the accounts, total income was £137,604.54 with expenses of £123,477.72 resulting in a surplus of £14,126.82. While the setting has made a profit across the year, this can largely be attributed to the unexpected influx of children from the beginning of 2024, with the Preschool full almost to capacity for the first time. Additionally, this follows a £10,491.24 loss made in 2022/23. Recognising that this level of deficit was not sustainable, the Preschool Manager and Trustees also agreed to increase fees in line with similar settings in the local area.

In addition to ongoing maintenance, the preschool has continued to invest in improvements to the building and garden area. Increases to staff wages represented by far the largest uplift in costs (+29%) since the previous financial year. The Preschool aims to attract and retain high-quality staff to help ensure it continues to provide the best environment possible. Given the financial challenges arising from the current economic climate, while also remaining competitive compared to other local settings, the committee took steps to support staff by increasing all salaries above the current National Living Wage, while also providing appropriate increments to higher level staff.

Total unrestricted reserves held by the Preschool amount to £52,677.23, with no restricted reserves. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels, or in the event of continued rises in costs. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed every quarter to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

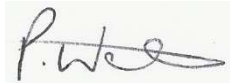
While the available reserves at the end of this financial period remain above the Reserve Policy recommended amount, the Trustees are mindful that the present high levels of enrolment may not continue, and that costs have continued to increase over the past 12 months. With this in mind, the Trustees will continue to look for responsible ways to manage expenditure in the year ahead.

**Risk Management**

The Trustees are aware of the main risks to which the charity is exposed, with the current global economic climate, rising salary costs and high levels of inflation. They are satisfied that the current reserves are currently sufficient, but recognise that income and expenditure will require careful monitoring to ensure the charity can continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees



Full name: ...Phillip Watson.....

Date: ...3<sup>rd</sup> February 2025.....

Position held: ...Treasurer.....

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2024 which are set out on pages 8 to 9.

### **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 charity's accounts carried out under section 145 of the 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.

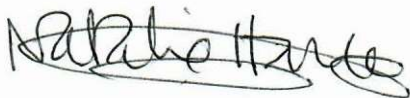
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed



Natalie Hanlon  
Cambridge Bookkeeping Services  
Woods House  
Hunts Road  
Duxford  
CB22 4RE

Dated: 25<sup>th</sup> January 2025

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**  
**REGISTERED CHARITY NO 503727**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2024**

	Unrestricted Funds	Restricted Funds	Period to 31st July 2024 £	Period to 31st July 2023 £
<b>Income</b>				
Fee Income	£57,496.95	-	£57,496.95	£35,048.30
LCC FEEE	£75,475.81	-	£75,475.81	£42,209.91
School Dinner Income	£196.00	-	£196.00	£194.60
Fundraising Activities	£1,163.52	-	£1,163.52	£699.13
Donations	£60.80	-	£60.80	£0.00
Ukraine Funding	£0.00	-	£0.00	£2,458.00
Grants	£0.00	-	£0.00	£0.00
Apprenticeship Grant	£0.00	-	£0.00	£1,500.00
SEND Funding	£2,640.00	-	£2,640.00	£540.00
HMRC - SMP Rebate	£0.00	-	£0.00	£4,160.09
Interest Income	£571.46	-	£571.46	£272.72
<b>Total Income</b>	<b>£137,604.54</b>	<b>-</b>	<b>£137,604.54</b>	<b>£87,082.75</b>
<b>Less Operating Expenses</b>				
Bank Fees	£70.33	-	£70.33	£63.44
Children's Gifts & Activities	£0.00	-	£0.00	£1,111.24
CPD Costs	£942.19	-	£942.19	£551.74
DBS & Staff Welfare Costs	£889.55	-	£889.55	£955.29
Equipment	£6,869.75	-	£6,869.75	£4,476.48
Food	£1,793.96	-	£1,793.96	£1,203.07
Fundraising Expenses	£75.00	-	£75.00	£56.62
Insurance	£2,721.63	-	£2,721.63	£2,685.36
Maintenance	£2,883.84	-	£2,883.84	£3,757.86
Marketing	£671.46	-	£671.46	£216.78
Payroll & Accounting Fees	£1,256.96	-	£1,256.96	£951.10
Pensions Expense	£4,867.57	-	£4,867.57	£3,377.98
Phone and Broadband	£811.32	-	£811.32	£480.39
Professional Fees	£70.00	-	£70.00	£70.00
Recruitment	£0.00	-	£0.00	£0.00
Rent	£2,097.00	-	£2,097.00	£2,097.00
Stationery & Postage	£0.00	-	£0.00	£150.67
SEND Resources	£413.76	-	£413.76	£170.29
Software	£87.30	-	£87.30	£284.16
Uniform	£263.52	-	£263.52	£0.00
Utilities	£2,489.97	-	£2,489.97	£2,195.62
Wages Expense	£94,202.61	-	£94,202.61	£72,718.90
Website	£0.00	-	£0.00	£0.00
<b>Total Operating Expenses</b>	<b>£123,477.72</b>	<b>-</b>	<b>£123,477.72</b>	<b>£97,573.99</b>
<b>Surplus/Deficit</b>	<b>£14,126.82</b>	<b>-</b>	<b>£14,126.82</b>	<b>-£10,491.24</b>
Cash balances b/f	£38,550.41	-	£38,550.41	£49,041.65
<b>Balances c/f</b>	<b>£52,677.23</b>	<b>-</b>	<b>£52,677.23</b>	<b>£38,550.41</b>

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**  
**REGISTERED CHARITY NO 503727**  
**STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR TO 31 JULY 2024**

	<b>31st July 2024</b>	<b>31st July 2023</b>
	<b>£</b>	<b>£</b>
<b>RESERVES</b>		
Balance b/f	38,550.41	49,041.65
Excess income over expenditure	14,126.82	10,491.24
<b>Total reserves</b>	<u>52,677.23</u>	<u>38,550.41</u>
 <b>CASH FUNDS</b>		
Current Account	2,294.56	8,239.20
Fundraising Account	50,382.67	30,311.21
<b>Total current assets</b>	<u>52,677.23</u>	<u>38,550.41</u>
 <b>LIABILITIES</b>		
PAYE/NI	818.97	299.76
	<u>818.97</u>	<u>299.76</u>
 <b>FUNDS OF THE CHARITY</b>		
Restricted funds	-	-
Unrestricted funds	52,677.23	38,550.41
<b>Total charity funds</b>	<u>52,677.23</u>	<u>38,550.41</u>

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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**OLD DALBY PRESCHOOL PLAYGROUP**

**REPORT AND ACCOUNTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**

Principal Address:  
Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

Independent Examiner:  
Natalie Hanlon  
Woods House  
Hunts Road,  
Duxford  
CB22 7ZE

A charitable organisation registered in England and Wales  
Registered Charity no: 503727  
OFSTED Unique Reference no: EY414047

Charity's Trustees and senior management during the period of the accounts and to date:

Trustees

Chairperson:	Current – Carly Steele (appointed 9/03/2022) Previous – Linzi Drury (appointed 10/11/2021, resigned 9/03/2022) Previous – Jessica Hutchings (appointed 26/05/21, resigned 10/11/2021) Previous – Tracy Hamilton (appointed 30/11/20, resigned 26/05/21) Previous – Anna Foster (appointed 27/02/20, resigned 30/11/20)
Treasurer:	Current – Phil Watson (appointed 24/3/22) Previous – Victoria Lee (appointed 06/02/19, resigned 24/3/22)
Secretary:	Current – Shane Cooke (appointed 20/09/2023) Lauren Norton (appointed 26/05/21, resigned 20/09/2023) Previous – Charlotte Cahill (appointed 13/11/19 resigned 26/05/21)
Current Trustees:	Shane Cooke (appointed 26/05/21) Phillip Watson (appointed 24/03/2022) Carly Steel (appointed 9/03/2022) Christopher Steel (appointed 27/07/2023) Linzi Drury (appointed 10/11/2021)
Former Trustees:	Aimee Wroblewski (resigned 12/04/21) Tracy Hamilton (resigned 26/05/21) Karl Loftus (resigned 30/10/20) Jackie Swain (resigned 12/08/20) Victoria Lee (resigned 24/3/22)

Senior management

Preschool Manager:	Leonie Miller-Pounder
Preschool Deputy Manager:	Current – Kimberley Cooke Maternity leave cover 13/06/22 to 30/01/2023 - Laura Penman Previous – Mr Neil Chapman

Advisors

Bank:	HSBC Bank
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### Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee following appropriate suitability checks (e.g. DBS).

### Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities and inclusion for all children.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
- Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance, Department for Education, Ofsted and Leicestershire County Council.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to primary school with a smooth transition.
- The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

## Annual review of achievements and performance during the 12 months to 31 July 2023

### **Summary**

During the 2022 – 2023 financial year, the Preschool continued to provide childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 28 children per week. Numbers remained consistent and have improved over the year, up to 30 in the summer term. In addition, the Preschool offered a successful themed summer club week in August 2023 for children between the ages of 2 and 8 years old.

The preschool has been able to deliver a range of activities throughout the year including continuing to arrange outdoor sport sessions, and with all staff successfully attaining forest school certification, starting to run forest school sessions. Additionally regular indoor yoga sessions have been delivered by a children's yoga teacher; this is something that the children have engaged well with and thoroughly enjoy. Recognising the strong focus placed on health and wellbeing, the Preschool has successfully achieved the 'Healthy Tots Award' from Leicestershire County Council.

### **Staffing**

During the period in question staffing has remained relatively constant. With Kimberley, the deputy manager on maternity leave from June 2022, a member of staff was recruited on a fixed term contract through to March 2023 to provide support for children with additional needs, and an experienced member of current staff stepped into the role of deputy during this period. Lindsay was recruited last year as an apprentice on a Level 3 Early Years Educator qualification, with this successfully completed in June 2023.

To ensure that the Preschool can continue to provide an excellent level of service, increases to staff salaries were made above national guidance in April 2023. In addition, a bonus was paid to the staff in December 2022 as acknowledgment of their continued hard work and dedication, along with the provision of cost-of-living payments in October and December 2022. The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting; attending all Committee meetings and supplying updates on children numbers and new policies. The Trustees also carried out regular supervisions with the manager.

### **Trustees**

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager, with input from the Trustees and parents. This has occurred on an annual basis, except for safeguarding policies and procedures which are reviewed every six months. Trustees continued to access training on Educare to ensure they were up to date on all safeguarding, prevent duty and best practice policies and procedures.

### **Marketing and General**

We continued to market the Preschool in the local area; the Facebook page continued to be updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts

go into the local parish magazine. The website continues to be updated by the Preschool Manager to showcase the best of the Preschool and will assist to engage with parents and the community.

### **Property**

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School.

In addition to ongoing maintenance of the site, the preschool has continued to invest in improvements to the garden area, as well as painting the outside of the building and providing a significant upgrade to the staff office space.

### **Improvements and Initiatives**

Following implementation of the new EYFS from September 2021, the setting has continued to provide School Readiness Fridays for the children headed to primary school in September 2023. This includes face to face interactions between children and their new teachers during visits to the school.

The preschool secured funding for a Ukrainian child who entered the UK via the Homes for Ukraine scheme, which was spent on extra resources and one to one time with staff members. Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

The Preschool Manager is now a Level 3 Forest School Leader, and all staff are now forest school trained, enabling the setting to offer these sessions. Staff also continued to proactively promote children's health through the Leicestershire County Council scheme for tooth brushing and the Healthy Tots programme.

### **Fundraising**

This year £699.13 was raised through a children's market held on the premises.

### **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

### **Financial review**

Overall, the Preschool remains in a healthy position at the end of the 2022/23 financial year. For the period of the accounts, total income was £87,082.75 with expenses of £97,573.99 resulting in a loss over the course of the year of £10,491.24. While the setting has made a loss across the year, this can be attributed to the continued investment in facilities and increases in staff salaries above national guidance, along with the provision of cost-of-living payments to all members of staff. Additionally the committee made the decision maintain fees at 2021-22 levels for the year, to support families during the period of high inflation and spiralling household costs seen at the beginning of 2023. Recognising that this level of deficit is not sustainable, the Preschool will review its cost base at the beginning of 2024 to ensure it can continue to more closely cover its outgoings, including looking at options to increase fees, as well as identifying routes for income through fundraising.

In addition to ongoing maintenance, the preschool has continued to invest in improvements to the garden area, as well as funding upgrades to the staff office space. Increases to staff wages represented by far the largest uplift in costs (+21%) since the previous financial year. The Preschool aims to attract and retain high-quality staff to help ensure it continues to provide the best environment possible. Given the financial challenges arising from the current economic climate, while also remaining competitive compared to other local settings, the committee took steps to support staff by increasing all salaries above the current National Living Wage, while also providing appropriate increments to higher level staff. With the sharp rise in the cost of living towards the end of 2022, and in line with many other employers, the committee also approved Cost of Living payments for all staff in October and November 2022.

Total unrestricted reserves held by the Preschool amount to £38,550.41 with no restricted reserves. The Trustees created a policy on reserves during the COVID-19 pandemic, and have continued to monitor this as part of the independent financial review as a proactive measure to manage anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels, or in the event of continued unprecedented rises in costs. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being maintained. The aim is to review the reserve balance every quarter to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

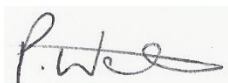
While the available reserves at the end of this financial period remain above the Reserve Policy recommended amount, we are mindful that costs have exceeded income over the past 12 months, so the Trustees will be looking at responsible ways to manage expenditure and bring in additional funds. Since the committee made a prudent decision to maintain fees at 2021-22 levels support families during 2023, this is likely not sustainable, and an appropriate increase will be discussed at the upcoming AGM.

### **Risk Management**

The Trustees are aware of the main risks to which the charity is exposed, with the current global economic climate, rising salary costs and high levels of inflation. They are satisfied that the current reserves are currently sufficient, but recognise that income and expenditure will require careful monitoring to ensure the charity can continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees



Full name: Phillip Watson

Date: 16/05/24

Position held: Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2022 which are set out on pages 8 to 9.

### **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 charity's accounts carried out under section 145 of the 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.

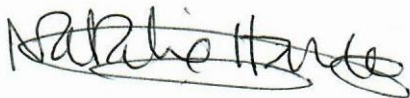
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed



Natalie Hanlon  
Cambridge Bookkeeping Services  
Woods House  
Hunts Road  
Duxford  
CB22 4RE

Dated: 16<sup>th</sup> May 2024

**THE OLD DALBY PRESCHOOL**  
**REGISTERED CHARITY NO 503727**  
**RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2023**

	Unrestricted Funds	Restricted Funds	Period to 31st July 2023 £	Period to 31st July 2022 £
<b>Income</b>				
Fee Income	£35,048.30		£35,048.30	£27,732.65
LCC FEEE	£42,209.91		£42,209.91	£47,432.84
Fundraising Activities	£699.13		£699.13	£799.43
Donations	£0.00		£0.00	£1.25
Ukraine Funding	£2,458.00		£2,458.00	£0.00
Grants	£0.00		£0.00	£1,000.00
Apprenticeship Grant	£1,500.00		£1,500.00	£1,500.00
SEND Funding	£540.00		£540.00	£629.10
HMRC - SMP Rebate	£4,160.09		£4,160.09	£0.00
HMRC - COVID-19 Grants	£0.00		£0.00	£621.47
Interest Income	£272.72		£272.72	£10.65
Other Income	£0.00		£0.00	£0.00
<b>Total Income</b>	<b>£87,082.75</b>		<b>£87,082.75</b>	<b>£79,727.39</b>
<b>Less Operating Expenses</b>				
Bank Fees	£63.44		£63.44	£43.27
Children's Gifts & Activities	£1,111.24		£1,111.24	£1,011.15
CPD Costs	£551.74		£551.74	£422.54
DBS & Staff Welfare Costs	£955.29		£955.29	£500.05
Equipment	£4,476.48		£4,476.48	£4,466.70
Food	£1,203.07		£1,203.07	£833.14
Fundraising Expenses	£56.62		£56.62	£48.31
Insurance	£2,685.36		£2,685.36	£2,663.39
Maintenance	£3,757.86		£3,757.86	£4,054.29
Marketing	£216.78		£216.78	£64.83
Payroll & Accounting Fees	£951.10		£951.10	£932.20
Pensions Expense	£3,377.98		£3,377.98	£1,820.31
Phone and Broadband	£480.39		£480.39	£372.45
Professional Fees	£70.00		£70.00	£70.00
Recruitment	£0.00		£0.00	£181.73
Rent	£2,097.00		£2,097.00	£2,097.00
Stationery & Postage	£150.67		£150.67	£121.49
SEND Resources	£170.29		£170.29	£435.13
Software	£284.16		£284.16	£0.00
Uniform	£0.00		£0.00	£291.05
Utilities	£2,195.62		£2,195.62	£3,052.97
Wages Expense	£72,718.90		£72,718.90	£57,476.80
Website	£0.00		£0.00	£136.80
<b>Total Operating Expenses</b>	<b>£97,573.99</b>		<b>£97,573.99</b>	<b>£81,095.60</b>
<b>Surplus/Deficit</b>	<b>-£10,491.24</b>		<b>-£10,491.24</b>	<b>-£1,368.21</b>
Cash balances b/f	£49,041.65		£49,041.65	£50,409.86
<b>Balances c/f</b>	<b>£38,550.41</b>		<b>£38,550.41</b>	<b>£49,041.65</b>

**THE OLD DALBY PRESCHOOL**  
**REGISTERED CHARITY NO 503727**  
**STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR TO 31 JULY**  
**2023**

	Notes	31st July 2023 £	31st July 2022 £
<b>RESERVES</b>			
Balance b/f		49,041.65	50,409.86
Excess income over expenditure		- 10,491.24	- 1,368.21
<b>Total reserves</b>		<u>38,550.41</u>	<u>49,041.65</u>
<b>CASH FUNDS</b>			
Current Account		8,239.20	4,003.16
Fundraising Account		30,311.21	45,038.49
<b>Total current assets</b>		<u>38,550.41</u>	<u>49,041.65</u>
<b>LIABILITIES</b>			
PAYE/NI		-	-
Holiday Pay Accrual following Harpur vs Brazel Ruling	4	-	2,203
		<u>-</u>	<u>2,203.09</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		38,550.41	49,041.65
<b>Total charity funds</b>		<u>38,550.41</u>	<u>49,041.65</u>

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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**OLD DALBY PRESCHOOL PLAYGROUP**

**REPORT AND ACCOUNTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**

Principal Address:  
Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

Independent Examiner:  
Natalie Hanlon  
Woods House  
Hunts Road,  
Duxford  
CB22 7ZE

Charity's Trustees and senior management during the period of the accounts and to date:

Trustees

Chairperson:	Current – Linzi Drury (appointed 10/11/2021) Previous – Jessica Hutchings (appointed 26/05/21 resigned 10/11/2021) Previous – Tracy Hamilton (appointed 30/11/20 resigned 26/05/21) Previous – Anna Foster (appointed 27/02/20 resigned 30/11/20)
Treasurer:	Current – Phil Watson (appointed 24/3/22) Previous – Victoria Lee (appointed 06/02/19 resigned 24/3/22)
Secretary:	Current – Lauren Norton (appointed 26/05/21) Previous – Charlotte Cahill (appointed 13/11/19 resigned 26/05/21)
Current Trustees:	Shane Cooke (appointed 26/05/21) Philip Watson (appointed 24/03/2022) Carly Steel (appointed 9/03/2022) Victoria Lee (appointed 22/9/2015)
Former Trustees:	Aimee Wroblewski (resigned 12/04/21) Tracy Hamilton (resigned 26/05/21) Karl Loftus (resigned 30/10/20) Jackie Swain (resigned 12/08/20)

Senior management

Preschool Manager:	Leonie Miller-Pounder
Preschool Deputy Manager:	Current – Kimberley Cooke Maternity leave cover from 13 <sup>th</sup> June 2022 - Laura Penman Previous – Mr Neil Chapman

Advisors

Bank:	HSBC Bank
-------	-----------

Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an

AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee.

### Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities and inclusion for all children.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
- Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance, Department for Education, Ofsted and Leicestershire County Council.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to primary school with a smooth transition.
- The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

### Annual review of achievements and performance during the 12 months to 31 July 2022

#### **Summary**

During the 2021 – 2022 financial year, the Preschool continued to provide childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 28 children per week. Numbers remained consistent and have improved over the year, up to 30 in the summer term. The summer club offered a successful themed week in August 2022 for 23 children between the ages of 2 and 8 years old.

Although Covid-19 was still prevalent and meant that the preschool was still not able to invite parents back into the setting, overall there has been a return to normality. The preschool has been able to develop its activities on offer by arranging outdoor sport sessions delivered by external coaches. The children have enjoyed developing their basketball, rugby and football skills fortnightly from January 2022. As restrictions continued to be removed, indoor yoga sessions were delivered by a children's yoga teacher every Monday from April 2022. This is something that the children have engaged well with and thoroughly enjoy.

## **Staffing**

Two new staff have been recruited and have settled in well, thus the preschool currently has no requirement to recruit any further staff. One member of staff was recruited on a fixed term contract to provide support for children with additional needs as she has relevant experience and OT qualifications. This contract has been extended to cover maternity leave until March 2023. The second member of staff has been recruited as an apprentice on a Level 3 Early Years Educator qualification due to be completed by June 2023. The deputy manager for the setting went on maternity leave from June 2022. An experienced member of current staff has stepped into the role of deputy to cover this period of maternity leave.

A bonus was paid to the staff in December 2021 as acknowledgment of their continued hard work and dedication. Wages were also increased from April 2022. The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting; attending all Committee meetings and supplying updates on children numbers and new policies. The Trustees also carried out regular supervisions with the manager.

The Committee, with the support of the Preschool Manager agreed to retain a specialist Early Years Bookkeeper for pay roll, and year end preparation of accounts and independent examination which has provided support to the long standing former Treasurer and the incoming replacement.

## **Trustees**

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager, with input from the Trustees and parents. This has occurred on an annual basis, except for safeguarding policies and procedures which are reviewed every six months. Trustees continued to access training on Educare to ensure they were up to date on all safeguarding, prevent duty and best practice policies and procedures.

## **Marketing and General**

We continued to market the Preschool in the local area; the Facebook page continued to be updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine. The website continues to be updated by the Preschool Manager to showcase the best of the Preschool and will assist to engage with parents and the community.

## **Property**

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. Negotiations for an extension to the lease (which ended on 6th July 2020) was instigated by the Trustees in 2017 have been ongoing ever since. The Trustees received a draft lease from the school's solicitors in May 2021, the Trustees submitted feedback after extensive pro bono advice in November 2021 and then sent an amended lease on 18th May 2022.

Advice on the lease has been secured on a pro bono basis by the former Treasurer. Basic terms have been agreed to provide security to the Preschool however documentation has not been formally signed as at the date of the writing of this Report in January 2023.

## **Improvements and Initiatives**

The Preschool implemented the new EYFS from September 2021 by training, new procedures and policy updates. The setting continued to provide School Readiness Fridays for the children headed to primary school in September 2022. This year allowed for more face to face interactions between children and their new teachers, including visits to the school, which had been prevented last year due to covid-19.

Staff secured SEN funding for a child which was spent on extra resources and one to one time with a staff member. Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

The Preschool Manager continues to make good progress towards her Level 3 Forest School Leader course. Staff also continued promoting children's health through the Leicestershire County Council scheme for tooth brushing in the setting.

## **Fundraising**

This year £799.49 was raised through trustee personal fundraising, Amazon Smile donations and the annual Christmas Fayre.

## **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

## **Financial review**

Overall, the Preschool is in a healthy position at the end of the 21/22 financial year. For the period of accounts, the total income was £79,727 with expenses of £81,096 resulting in a loss over the course of the year of £1,368. Although the setting has made a nominal loss across the year, given the investment made in facilities, substantial increases in utilities costs and the support given to staff through training, this is viewed by the committee as a positive result. The Preschool continues to review its cost base to ensure it can continue to cover its outgoings and will be looking to increase its fundraising efforts, including applying for local and national grants. The preschool was in receipt of a

restricted grant of £1,000 from the Old Dalby Day Charity, to contribute towards improvements to the garden area. These funds were spent to cover part of phase 1 of this work (completed in Oct 21) and additional improvements have since taken place.

Wages, and associated costs of employment including continued professional development, are the main expenditure of the Preschool, along with our rent obligations and utilities bills. The Preschool aims to attract and retain the best staff to make it the best environment possible. Given the financial challenges arising from the current economic climate, the committee took steps to support staff by and will shortly review all salaries to ensure they are consistent with the latest national guidance and remain competitive compared to other local settings.

On 21<sup>st</sup> July 2022 the Supreme Court made a ruling on a case relating to the calculation of holiday pay for part-year workers, and confirmed that all employees are entitled to 5.6 weeks of annual leave per year. As a result, the staff contracts were updated to reflect this contractual entitlement for the upcoming financial year, and a calculation was made in respect of the underpayment of holiday pay over the preceding two year. This liability of £2,203 was paid during the 2022-2023 financial year and is shown on the statement of liabilities.

Given the implementation of new minimum wages and the rate of inflation seen since the last report, fees were increased by £0.10/hour from 1<sup>st</sup> February 2022 to the following rates:

Children aged 3 and above: £5.10/hour

Children aged 2: £5.20/hour

Lunch club: £2.60

Total unrestricted reserves held by the Preschool amount to £49,042, with no restricted reserves. The Trustees reviewed the policy on reserves during the Covid-19 crisis, and have continued to monitor this as part of the financial review as well as the anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels, or in the event of continued unprecedented rises in costs. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being maintained. The reserve balance is reviewed every month to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

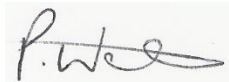
As the current reserves remain above the Reserve Policy recommended amount, we have been looking at responsible ways to deploy these funds by investing in aspects of the Preschool, after consultation with parents and other stakeholders. In the past year funds have been used to further develop the garden space, and plans have been made to purchase items required to run forest school activities once the staff have completed the necessary training. In addition, a proposal to maintain fees at the current levels for the year ahead will be discussed at the upcoming AGM.

## Risk Management

The Trustees are aware of the main risks to which the charity is exposed, with the current global economic climate, rising salary costs and the potential for a re-emergence of Covid-19. They are satisfied that the current reserves are sufficient to enable the charity to continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees

A handwritten signature in black ink, appearing to read 'P. Watson', is written on a light-colored rectangular background.

Full name: ...Phillip Watson....

Date: ...4<sup>th</sup> May 2023....

Position held: ...Treasurer....

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2022 which are set out on pages 9 to 10.

### **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 charity's accounts carried out under section 145 of the 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.

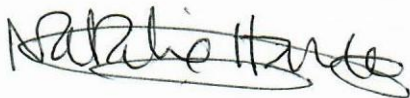
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed



Natalie Hanlon  
Cambridge Bookkeeping Services  
Woods House  
Hunts Road  
Duxford  
CB22 4RE

Dated: 27<sup>th</sup> April 2023

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**  
**REGISTERED CHARITY NO 503727**  
**RECIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2022**

	Unrestricted Funds	Restricted Funds	Period to 31st July 2022 £	Period to 31st July 2021 £
<b>Income</b>				
Fee Income	£27,732.65		£27,732.65	£18,469.85
LCC FEEE	£47,432.84		£47,432.84	£47,418.46
Fundraising Activities	£799.43		£799.43	£439.74
Donations	£1.25		£1.25	£0.00
Grants	£0.00	£1,000.00	£1,000.00	£0.00
Apprenticeship Grant	£1,500.00		£1,500.00	£0.00
SEND Funding	£629.10		£629.10	£279.60
HMRC - SMP Rebate	£0.00		£0.00	£1,153.15
HMRC - COVID-19 Grants	£621.47		£621.47	£1,110.08
Interest Income	£10.65		£10.65	£2.74
Other Income	£0.00		£0.00	£0.00
<b>Total Income</b>	<b>£78,727.39</b>	<b>£1,000.00</b>	<b>£79,727.39</b>	<b>£68,873.62</b>
<b>Less Operating Expenses</b>				
Bank Fees	£43.27		£43.27	£0.00
Children's Gifts & Activities	£1,011.15		£1,011.15	£123.90
CPD Costs	£422.54		£422.54	£2,346.49
DBS & Staff Welfare Costs	£500.05		£500.05	£251.42
Equipment	£4,466.70		£4,466.70	£3,720.54
Food	£833.14		£833.14	£728.50
Fundraising Expenses	£48.31		£48.31	£0.00
Insurance	£2,663.39		£2,663.39	£2,650.69
Maintenance	£3,054.29	£1,000.00	£4,054.29	£2,426.59
Marketing	£64.83		£64.83	£144.00
Payroll & Accounting Fees	£932.20		£932.20	£762.80
Pensions Expense	£1,820.31		£1,820.31	£1,474.49
Phone and Broadband	£372.45		£372.45	£850.11
Professional Fees	£70.00		£70.00	£230.00
Recruitment	£181.73		£181.73	£0.00
Rent	£2,097.00		£2,097.00	£2,097.00
Stationery & Postage	£121.49		£121.49	£0.00
SEND Resources	£435.13		£435.13	£67.93
Uniform	£291.05		£291.05	£657.58
Utilities	£3,052.97		£3,052.97	£1,267.10
Wages Expense	£57,476.80		£57,476.80	£48,674.70
Website	£136.80		£136.80	£55.20
<b>Total Operating Expenses</b>	<b>£80,095.60</b>	<b>£1,000.00</b>	<b>£81,095.60</b>	<b>£68,529.04</b>
<b>Surplus/Deficit</b>	<b>-£1,368.21</b>	<b>£0.00</b>	<b>-£1,368.21</b>	<b>£344.58</b>
Cash balances b/f	£50,409.86		£50,409.86	£50,065.28
<b>Balances c/f</b>	<b>£49,041.65</b>		<b>£49,041.65</b>	<b>£50,409.86</b>

**THE OLD DALBY PRE-SCHOOL PLAYGROUP  
REGISTERED CHARITY NO 503727  
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2022**

	Notes	31st July 2022 £	31st July 2021 £
<b>RESERVES</b>			
Balance b/f		50,409.86	50,065.28
Excess income over expenditure		(1,368.21)	344.58
<b>Total reserves</b>		<u>49,041.65</u>	<u>50,409.86</u>
<b>CASH FUNDS</b>			
Current Account		4,003.16	10,382.02
Fundraising Account		45,038.49	40,027.84
<b>Total current assets</b>		<u>49,041.65</u>	<u>50,409.86</u>
<b>LIABILITIES</b>			
PAYE/NI		-	187.34
Holiday Pay Accrual following Harpur vs Brazel Ruling	4	2,203.09	-
		<u>2,203.09</u>	<u>187.34</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		49,041.65	50,409.86
<b>Total charity funds</b>		<u>49,041.65</u>	<u>50,409.86</u>

Notes to the accounts.

**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 LIABILITIES**

A total of £2,203.09 has been calculated as underpaid holiday pay following the Harpur vs Brazel ruling. This will be paid to staff in the next financial year.

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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**OLD DALBY PRESCHOOL PLAYGROUP**

**REPORT AND ACCOUNTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**

Principal Address:  
Main Road  
Old Dalby  
Melton Mowbray  
LE14 3LR

Independent Examiner:  
Natalie Hanlon  
Woods House  
Hunts Road,  
Duxford  
CB22 7ZE

## Charity's Trustees and senior management during the period of the accounts and to date:

### Trustees

Chairperson:	Current – Linzi Drury (appointed 10/11/2021) Previous – Jessica Hutchings (appointed 26/05/21 resigned 10/11/2021) Previous – Tracy Hamilton (appointed 30/11/20 resigned 26/05/21) Previous – Anna Foster (appointed 27/02/20 resigned 30/11/20)
Treasurer:	Current – Victoria Lee (appointed 06/02/19)
Secretary:	Current – Lauren Norton (appointed 26/05/21) Previous – Charlotte Cahill (appointed 13/11/19 resigned 26/05/21)
Current Trustees:	Shane Cooke (appointed 26/05/21) Philip Watson (appointed 24/03/2022) Carly Steel (appointed 9/03/2022)
Former Trustees:	Aimee Wroblewski (resigned 12/04/21) Tracy Hamilton (resigned 26/05/21) Karl Loftus (resigned 30/10/20) Jackie Swain (resigned 12/08/20)

### Senior management

Preschool Manager:	Leonie Miller-Pounder
Preschool Deputy Manager:	Current – Kimberley Cooke Previous – Mr Neil Chapman

### Advisors

Bank:	HSBC Bank
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### Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee.

### Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the

- activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
  - c) Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- a) The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to the next-door primary school with a smooth transition.
- b) The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- c) The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- d) The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

#### Annual review of achievements and performance during the 12 months to 31 July 2021

##### **Summary**

During the 2020 – 2021 financial year, the Preschool continued to provide childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 24 children per week and numbers remained consistent and have improved over the year. The usual summer club was cancelled for July/August 2020 due to the ongoing Covid-19 crisis, but was reinstated in June 2021 when we had a successful themed week.

Overall, the Covid-19 crisis had another monumental impact on the Preschool in the 2020-2021 financial year; the Preschool remained open as instructed by the government (like all Early Years Settings) whilst the country was in lockdown at the beginning of 2021 and this was difficult for our staff and the setting as a whole. The success of the Preschool despite the Covid-19 pandemic has largely been due to the incredible achievement of being given an Outstanding rating from Ofsted after an inspection in the summer of 2020.

##### **Staffing**

There have been a number of changes in the staffing at the Preschool, although we have continued to retain our excellent Preschool manager who has guided the setting through the entire pandemic.

The staff as a whole have been under immense pressure during the pandemic, and the opening of the Preschool during lockdown was a point of contention across the Early Years industry (especially when our staff were not considered 'key workers' and were not eligible for early vaccinations). Our deputy manager

departed the setting at this point to pursue other career options. Thankfully a long-standing member of staff has stepped into the Deputy Manager's role and has breathed new life into the role.

Two other members of staff have left the setting, but have been replaced again by fantastic team members and we continue to look for quality staff to support our children through these difficult times. The continual movement with staffing has meant more expenses for uniforms, adverts, DBS forms and essential training. A lot of time was spent juggling with furlough and staff pay, and understanding our roles as Early Years providers under government guidelines to stay open during lockdown and whether our funding would continue, and on what terms.

A bonus was paid to the staff in December 2020 as acknowledgment of their attaining an Outstanding rating with Ofsted. Wages were also increased in line with the new national minimum wage and management wages were reviewed and increased from April 2021. The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting; attending all Committee meetings and supplying updates on children numbers and new policies. The Trustees also carried out regular supervisions with the manager.

The Committee, with the support of the Preschool Manager agreed to retain a specialist Early Years Bookkeeper for pay roll, book-keeping, accounts and general oversight of the Preschool which has provided support to the long standing Treasurer. The Preschool has now moved accounts to Xero.

An Early Years employment specialist was also retained to assist with new employment contracts for all staff, which will soon be implemented.

## **Trustees**

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager to reflect all the necessary Covid-19 guidance. All Trustees continued to access training on Educare to ensure they were up to date on all safeguarding, prevent duty and best practice policies and procedures.

The Preschool Manager and the Treasurer attended an online workshop to look into conversion to a Charitable Incorporated Organisation but do not consider it a viable option; the benefits do not currently outweigh the arduous lengthy process.

## **Marketing and General**

We continued to market the Preschool in the local area; the Facebook page continued to be updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine.

The Preschool Manager has prepared and launched a brand new website which showcases the best of the Preschool and will assist to engage with parents and the community.

## **Property**

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. Negotiations for an extension to the lease, which ended on 6<sup>th</sup> July 2020, have been ongoing since 2017. The Trustees received a draft lease in May 2021 and are currently in the process of

submitting their concerns and amendments for review. Advice on the lease has been secured on a pro bono basis by the Treasurer.

The garden has undergone extensive renovation secured from fundraising; a new safer fence, removal of several trees for more light and a new playhouse. Summer 2021 saw a cycle track prepared and laid, part paid for from a local community grant.

### **Improvements and Initiatives**

The Preschool has been preparing for the new EYFS being implemented from September 2021 by training, new procedures and policy updates. The setting continued to provide School Readiness Fridays for the children headed to primary school in September 2021. Parents expressed an interest for younger children to attend these sessions and therefore we opened Fridays to all children again. We still continue to promote school readiness for the older cohort.

Staff secured SEN funding for a child which was spent on extra resources and one to one time with a staff member. Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development, and tablets were purchased for the staff for this purpose.

Staff have been trained in Forestry School to promote outdoor play and general wellbeing. Staff also continued promoting children's health through the Leicestershire County Council scheme for tooth brushing in the setting and by the continued Healthy Tots status.

### **Fundraising**

The Christmas fair could not take place due to the pandemic, but some of the Trustees undertook some small personal fundraising efforts.

### **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

### **Financial review**

Overall, the Preschool is in a relatively healthy position at the end of the 20/21 financial year. Although the setting has made a nominal profit of £345 across the year, given the increased expenses of PPE, increased costs, increased wages, opening during lockdown, this is a positive result. The low amount is also not reflective of the entire profit made across the year as the interim FEEE payment for the Autumn Term 2020 (£8,076) was received during the previous financial year. As these accounts are prepared on a payments and receipts basis, this income was therefore reported in the 2019-2020 accounts. However, if it were to be included in the 2020-2021 accounts to reflect the academic year to which it pertains, then the profit for the year would have been £8,421.

It is hoped that next year, the FEEE payments are received from the Local Authority in the same financial year to which the funding relates. Where this is not the case, the amount of funding received in advance will be shown as a Liability in the 'Statement of Assets and Liabilities'. Thankfully the funding continued to be provided during the pandemic, and our private fees have increased in line with our increase in numbers. The inability to fundraise has also had an impact on income expected.

We have supported the local community by not increasing fees in September 2020 and they have therefore remained at £5.00 p/hour for 3- and 4-year olds and £2.50 for lunch club. Fees for 2-year olds remained at £5.10 per hour. Given the proposed new minimum wages and inflation we will be looking to increase them in the new year.

For the period of accounts, the total income was £68,874 with expenses of £68,529 resulting in a profit over the course of the year of £345.

The Preschool continues to review its cost base to ensure it can continue to cover its outgoings and is increasing its fundraising efforts.

Wages and associated costs of employment including continued professional development are the main expenditure of the Preschool, along with our rent obligations, this is one of the main reasons why the expenses are significantly higher than in the previous years. The Preschool aims to attract and retain the best staff to make it the best environment possible. As part of the review of the financial sustainability of the Preschool, the Trustees are continuously looking at other fundraising options including applying for local and national grants as well as cost reductions.

Total unrestricted reserves held by the Preschool amount to £50,410, with no restricted reserves.


The Trustees reviewed the policy on reserves during the Covid-19 crisis as part of the financial review as well as the anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being maintained. The reserve balance is reviewed every month to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

As the current reserves are well above the Reserve Policy recommended amount, we are looking to increase our recommended maintenance amount to cover the entire Preschool expenditure for a term as well as reducing the reserves by investing in aspects of the Preschool, after consultation with parents and other stakeholders.

### **Risk Management**

The Trustees are aware of the main risks to which the charity is exposed and, in particular, the ongoing effects of Covid-19. They are satisfied that the current reserves are sufficient to enable the charity to continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees 

Full name: Linzi Drury

Date: 6/5/22

Position held: CHAIR

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2021 which are set out on pages 8 to 9

## **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 charity's accounts carried out under section 145 of the 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.

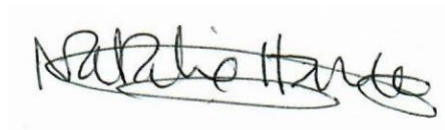
## **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act;  
or
2. the accounts do not accord with those records.

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.

Signed



Natalie Hanlon  
Cambridge Bookkeeping Services  
Woods House  
Hunts Road  
Duxford  
CB22 4RE

Dated: 5<sup>th</sup> May 2022

**THE OLD DALBY PRE-SCHOOL PLAYGROUP  
REGISTERED CHARITY NO 503727  
RECIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2021**

	Period to 31st July 2021	Period to 31st July 2020 as restated*
	£	£
<b>Income</b>		
Fee Income	18,470	13,271
LCC Funding	47,418	54,932
Fundraising Activities	440	1,654
SEND Funding	280	2,391
HMRC - SMP Rebate	1,153	-
HMRC - COVID-19 Furlough	1,110	1,461
Interest Income	3	25
Other Income	-	27
<b>Total Income</b>	<b>68,874</b>	<b>73,761</b>
<b>Less Operating Expenses</b>		
Children's Gifts & Activities	124	310
CPD Costs	2,346	147
DBS & Staff Welfare Costs	251	32
Equipment	3,721	1,237
Food	729	626
Insurance	2,651	2,651
Maintenance	2,427	638
Marketing	144	242
Payroll & Accounting Fees	763	110
Pensions Expense	1,474	1,532
Phone and Broadband	850	978
Professional Fees	230	-
Rent	2,097	2,097
SEND Resources	68	256
Uniform	658	94
Utilities	1,267	1,891
Wages Expense	48,675	48,576
Website	55	-
<b>Total Operating Expenses</b>	<b>68,529</b>	<b>61,415</b>
<b>Surplus/Deficit</b>	<b>345</b>	<b>12,346</b>
Cash balances b/f	50,065	37,719
<b>Balances c/f</b>	<b>50,410</b>	<b>50,065</b>

\* New expenditure categories were used during the period 2020-2021, and to enable a fair comparison between the previous financial year, the accounts for the period 2019-2020 have been restated.

**THE OLD DALBY PRE-SCHOOL PLAYGROUP  
REGISTERED CHARITY NO 503727  
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2021**

	Notes	Period to 31st July 2021	Period to 31st July 2020 as restated
		£	£
<b>RESERVES</b>			
Balance b/f		50,065	37,719
Excess income over expenditure		345	12,346
	<b>Total reserves</b>	<b>50,410</b>	<b>50,065</b>
<b>CASH FUNDS</b>			
Current Bank Account		10,382	15,025
Fundraising Bank Account		40,028	35,040
	<b>Total cash funds</b>	<b>50,410</b>	<b>50,065</b>
<b>LIABILITIES</b>			
PAYE/NI		187	-
FEEE received in advance	3	-	8,076
	<b>Total liabilities</b>	<b>187</b>	<b>10,173</b>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		50,410	50,065
	<b>Total charity funds</b>	<b>50,410</b>	<b>50,065</b>

Notes to the accounts.

**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 LIABILITIES**

A total of £8,076 was received in August 2020 from the Local Authority, as an advance payment of the Autumn Term Early Years Funding which covered the period September – December 2020.

**THE OLD DALBY PRE-SCHOOL PLAYGROUP**

England & Wales - Charity number 503727

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# Accounts

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Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

Registered charity number: 203227

Charity address: Main Road

Old Dalby,

Melton Mowbray

LE14 3LR

Charity's Trustees and senior management during the period of the accounts and to date:

Trustees

Chairperson:

Current – Mrs Tracy Hamilton (appointed 30\11\20)

Previous – Mrs Anna Foster (appointed 27\02\20 resigned 30\11\20)

Previous – Mr Karl Loftus (appointed 06\02\19 resigned 30\09\19)

Previous – Mrs Katie Ekanayake (appointed 30\09\19 resigned 27\02\20)

Treasurer:

Current – Ms Victoria Lee (appointed 06\02\19)

Secretary:

Current – Mrs Charlotte Cahill (appointed 13\11\19)

Previous – Mrs Rachel Lovett (resigned 13\11\19)

Current Trustees:

Mrs Aimee Wroblewski (appointed 2\10\20)

Mrs Jessica Towne (appointed 2\10\20)

Former Trustees:

Mrs Katie Ekanayake (resigned 27\02\20)

Mr Karl Loftus (resigned 30\10\20)

Mrs Julie Warham (appointed 13\11\19 resigned 1\07\20)

Mrs Jackie Swain (appointed 13\11\19 – resigned 12\08\20)

Mrs Elizabeth Watkinson (resigned 28\04\20)

Senior management

Preschool Manager: Miss Leonie Miller-Pounder

Preschool Deputy Manager: Mr Neil Chapman

Advisors

Bank: HSBC Bank

Independent Examiner: Nicholas D Morgan, Chartered Accountant

Charity's structure

The Old Dalby Pre-school Playgroup is formed as a charitable trust by constitution. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee.

Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
- c) Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- a) The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to the next-door primary school with a smooth transition.
- b) The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- c) The Preschool aims to hold at least a Good Grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- d) The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

Annual review of achievements and performance during the 12 months to 31 July 2020

## Summary

From the end of August 2019, the Preschool provided childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 24 children per week. The Preschool refilled all of the places left by the children who went to school in September 2019.

A summer holiday club was run over one week in August of 2019 and 8 children attended.

Overall, the Covid-19 crisis had a monumental impact on the Preschool in the 2019-2020 financial year; the Preschool was closed from Monday 23<sup>rd</sup> March until 27<sup>th</sup> March, and then closed for the entire summer term until 12 June. The usual summer club was cancelled for July/August 2020 due to the ongoing Covid-19 crisis.

## Staffing

We continued to retain excellent staff in the business.

It was agreed that the member of staff hired for maternity leave in 2018 had performed excellently so she was asked to become a permanent member of staff.

A small bonus was agreed to be paid to the staff in December 2019 as a Christmas present of £100 each (calculated after tax) to reflect their hard work during the year.

One member of staff resigned at the end of March 2020 and was not replaced, due to child numbers and the closure of the Preschool.

One member of staff was furloughed from 23<sup>rd</sup> March 2020 until the start of the Autumn term in August in line with the government guidelines for funded Preschools.

Wages were increased in line with the new national minimum wage and management wages were reviewed and increased from 1 April 2020.

The Preschool manager went on maternity leave for the summer term of 2020. Cover for this was sourced from current staff on extra hours of work. The Preschool was mostly closed during this time, so staff were paid on the hours they had been expected to work to provide maternity cover. The Treasurer and Chair worked with the Deputy Manager (and Manager on KIT days) to make decisions in relation to the Covid-19 crisis.

The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting;

Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

Trustees also carried out regular supervisions with the manager. The attending all Committee meetings and supplying updates on children numbers and new policies. The

Trustees

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager to reflect all the necessary Covid-19 guidance.

All Trustees continued to access training on Educare to ensure they were up to date on all safeguarding prevent duty and best practice policies and procedures.

The current Secretary attended a committee workshop in March to further consolidate their understanding of the role of a Trustee.

Marketing and General

We continued to market the Preschool in the local area; the website and Facebook page continued to be improved and updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine.

OFSTED visited the Preschool on 3<sup>rd</sup> March 2020 and we were delighted to receive an Outstanding grade which was richly deserved.

Property

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. Negotiations for an extension to the lease, which ended on 6<sup>th</sup> July 2020, have been ongoing since 2017. The Treasurer has been maintaining pressure to receive a draft lease agreement from the school's solicitors, but the Covid-19 situation has made delays longer than usual, especially in relation to a valuation which was required to be carried out of the land and the obtaining of permission to extend from the Department of Education. At present the documentation is still outstanding, although the terms of the new lease have been conveyed and are currently acceptable to the Preschool.

The solicitors acting for the school have confirmed via letter that no action for trespass will be actioned against the Preschool whilst negotiations are ongoing. The Treasurer has utilised her network of solicitors to assist her with advice on the lease for no cost on a pro bono basis.

Improvements and Initiatives

The setting continued to provide School Readiness Fridays for the children headed to primary school in September 2020. Parents expressed an interest for younger children to attend these sessions and therefore we opened Fridays to all children again. We still continue to promote school readiness for the older cohort.

Staff secured SEN funding for a child which was spent on extra resources and one to one time with a staff member.

Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development.

Staff continued promoting children's health and wellbeing through the Leicestershire County Council scheme for tooth brushing in the setting and by the continued Healthy Tots status. Due to the closure, we did not need to renew our sun safe accreditation but expect to renew this in Summer 2021.

A staff member renewed their first aid qualification and all staff received supervised toothbrushing training.

The preschool continued to offer sessions for 18-24-month-old children from September until March 2020. This will be reviewed to be introduced again when needed.

**Fundraising**

We held our annual Christmas Fair and Open Day on Saturday 14<sup>th</sup> November 2019 which was very successful and gave the Trustees and staff a chance to meet current and potential parents outside of school time. We raised £337.92.

The Treasurer undertook some personal fundraising by selling clothes for donations to the preschool. This was very successful and raised £170.

The preschool arranged for photographs to be taken of the children for sale to parents in December 2019 which successfully raised £116.43.

The Treasurer undertook fundraising to support her completion of an Ironman 90.3 race at the end of April 2020. Unfortunately, owing to a serious accident in training, she was unable to undertake the race and it was cancelled due to Covid-19 regardless. Fundraising was however improved to reflect rehabilitation and reached a total of £1,030. The Trustees have not yet decided what to invest this in.

**Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

The preschool had intended to stay open for key workers on 23<sup>rd</sup> March but this was not taken up by parents. The management staff and Trustees continued to review the situation over the summer term and opened as soon as regulations allowed and when it was considered safe for the staff to attend.

**Financial review**

Overall, the preschool is in a healthy financial position at the end of the 19/20 financial year. This is due to the private fees from September 2019 to March 2020 and the continued government funding throughout the Covid-19 crisis which was maintained on existing child numbers. Furthermore, the funding was guaranteed at this level for September 2020 to support preschools.

The Treasurer prepared a Financial Report on 23 April 2020 in order to explain how the Preschool would financially survive the crisis and also to calculate which staff could be furloughed under the Government's Coronavirus Job Retention Scheme ('the Scheme'). The Scheme allowed employers to apply for funding of 80% of an employee's salary with employers able to top this up to 100% of salary at their discretion. The Scheme was intended to prevent mass redundancies whilst businesses were closed.

Leicestershire County Council (under which the Preschool is established) confirmed they would continue to pay full Early Years Entitlement funding despite the closure of settings. The government then confirmed that settings could continue to access the Scheme whilst receiving funding. On 17<sup>th</sup> April it was further clarified that the Scheme could only be used for the proportion of funding that had been lost through the crisis. In relation to the Preschool, this meant calculating how much of our funding is from private versus public sources. The Treasurer calculated this as 20% of the income using the government criteria. On analysis of each staff member's salary, it was agreed that one of our staff would be furloughed and an agreement was sent for their approval and signature. The same employee was furloughed again in the current financial year for seven days due to childcare responsibilities whilst the child was self-isolating from school.

The staff continued to receive their usual pay at all times and the furloughed employee received a top up to 100% of their salary.

During the crisis, the government also confirmed a business rates holiday for the 2020\2021 tax year which the Preschool has benefited from. This meant a saving of £111 p/month.

The Trustees decided not to increase fees in September 2020 to continue to support parents during the crisis. Fees remained at £2.00 p/hour for 3- and 4-year olds and £2.50 for lunch club. Fees for 2-year olds remained at £2.10 per hour.

For the period of accounts, the total income was £73,916 with expenses of £61,271 resulting in a profit over the course of the year of £12,345.

The Preschool continues to review its cost base to ensure it can continue to cover its outgoings and is increasing its fundraising efforts.

Wages and associated costs of employment including continued professional development are the main expenditure of the Preschool, along with our rent obligations. The Preschool aims to attract and retain the best staff to make it the best environment possible. As part of the review of the financial sustainability of the Preschool, the Trustees are continuously looking at other fundraising options including applying for local and national grants as well as cost reductions.

The Trustees reviewed the policy on reserves during the Covid-19 crisis as part of the financial review as well as the anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being

The Old Dalby Pre-school Playgroup (Also known as Old Dalby Preschool)

## Trustees Annual Report and Accounts

For the period 1 August 2019 to 31 July 2020

maintained. The reserve balance is reviewed every month to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

### Risk Management

The Trustees are aware of the main risks to which the charity is exposed and, in particular, the ongoing effects of Covid-19. They are satisfied that the current reserves are sufficient to enable the charity to continue in business for the foreseeable future.

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

Signed on behalf of the charity's trustees

Full name: ..... VICTORIA JEFF  
Date: ..... 1 FEBRUARY 2021  
Position held: ..... TRUSTEE

The Old Dalby Pre-school Playgroup

Independent Examiner's Report to the Trustees of The Old Dalby Pre-school Playgroup

I report to the trustees on my examination of the accounts of the Old Dalby Pre-school Playgroup ('the Trust') for the year ended 31 July 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 142 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 142(2)(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 giving me cause to believe that in any material respect:

- 1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2. The accounts do not accord with those records.

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.

*23 December 2020*

Date

*Nicholas D Morgan*

Nicholas D Morgan

Chartered Accountant  
2 Walnut Padlock,  
Harpy  
Melton Mowbray  
Leicestershire LE14 4BD



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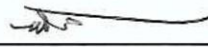
Receipts and payments accounts

For the period from	01/08/2019	To	31/07/2020
Period start date		Period end date	

Section A Receipts and payments

A6 Cash funds this year end		A5 Transfers between funds		Net of receipts/payments		Total payments		Sub total		A4 Asset and investment purchases (see table)	
	20,064	37,719	-	12,342	16,033	61,521	61,521	61,521	61,521	61,521	61,521
A6 Cash funds last year end		A5 Transfers between funds		Net of receipts/payments		Total receipts		Sub total		A4 Asset and investment sales (see table)	
	37,719	37,719	-	-	-	73,916	73,916	73,916	73,916	-	-
A1 Receipts		Restricted funds		Endowment funds		Total funds		Last year			
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £		
Sub total (Gross income for AR)	73,916	-	-	-	73,916	-	73,916	78,230			
Bank Interest	25	-	-	-	25	-	25	91			
Other	109	-	-	-	109	-	109	204			
HMRC - Furlough Scheme	1,461	-	-	-	1,461	-	1,461	-			
HMRC - Maternity Pay	-	-	-	-	-	-	-	10,853			
Continued Professional Development	-	-	-	-	-	-	-	75			
EYP/SEN funding	2,391	-	-	-	2,391	-	2,391	312			
Free Early Years Entitlement	24,932	-	-	-	24,932	-	24,932	39,787			
Fees	13,344	-	-	-	13,344	-	13,344	26,487			
Fundraising	1,624	-	-	-	1,624	-	1,624	421			
Staff Wages	47,800	-	-	-	47,800	-	47,800	44,922			
Equipment - children	1,290	-	-	-	1,290	-	1,290	2,068			
EYP/SEN equipment	256	-	-	-	256	-	256	271			
Equipment preschool	-	-	-	-	-	-	-	-			
Maintenance	638	-	-	-	638	-	638	919			
Food	634	-	-	-	634	-	634	882			
Utilities	2,869	-	-	-	2,869	-	2,869	3,352			
Marketing	242	-	-	-	242	-	242	284			
HMRC/Pensions	2,309	-	-	-	2,309	-	2,309	3,812			
Other	-	-	-	-	-	-	-	43			
Insurance	2,621	-	-	-	2,621	-	2,621	2,674			
Continued professional development	144	-	-	-	144	-	144	242			
Uniform	94	-	-	-	94	-	94	170			
Extra activities	162	-	-	-	162	-	162	400			
Other	272	-	-	-	272	-	272	220			
Rent	2,097	-	-	-	2,097	-	2,097	2,097			
Legal and Professional Expenses	110	-	-	-	110	-	110	102			
Sub total	61,521	-	-	-	61,521	-	61,521	62,197			

Signed by one or two trustees on behalf of all the trustees

	Print Name VICTORIA LEE	Date of approval 4.2.21
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**B2 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
September 2020 FEE paid in advance for term starting 31 July 2021 (subject to new lease negotiations)	Unrestricted	8,078	
One year of ground rent owed to Old Dalby C of E School for the period 1 August 2020 to 31 July 2021	Unrestricted	£2,087 plus	Quarterly payments on usual quarter days

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Building occupied by the Preschool purchased via a grant	Restricted	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Business bank account	12,028	-	-
30 day deposit bank account	32,038	-	-
	-	-	-
<b>Total cash funds</b>	<b>50,064</b>	-	-

**B1 Cash funds**

**Categories**

**Details**

**Section B Statement of assets and liabilities at the end of the period**

(agree balances with receipts and payments account(s))

OK

OK

OK