



## Trustees' Annual Report for the period

From 01 April 2017 Period start date To  
31<sup>st</sup> March 2018 Period end date

Charity name: Clyst Valley Preschool

Charity registration number: 1036131

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of the children under statutory school age. There is a good working relationship with Clyst St Mary Primary School.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To offer Preschool aged children sessions to aid their development and Early Years education. Full time day care from Monday to Friday during school hours and term times is provided.</p> <p>There is a fee charged to attend these sessions but may be met in part or in full from Universal and Extended Early Years funding provided by Devon County Council.</p> <p>Applications are taken for all children between the stated age criteria and are admitted in accordance to our Admissions Policy.</p> <p>Surpluses are retained at the Preschool for the benefit of the children and are spent on replacing/adding to equipment, facilities, resources, staffing and on maintaining competitive hourly fees.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In planning our activities, projects and services for the year we kept in mind the Charity Commissions guidance on public benefit at our trustee meetings.</p> <p>As detailed above the focus of our activity is to provide preschool aged children with sessions to aid their development and early years education during their full time childcare in school hours.</p>

		<b>We welcome all young children between the stated age criteria and they are admitted in accordance with our admissions policy.</b>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>The committee consists of volunteers who assist staff in running various events, (such as sports day, nativity etc.) and look at various opportunities to raise funds for the charity.</b>
Other		

### **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Publicity and fund-raising activities</b> <b>Employed additional staff</b> <b>Staff development and training continues</b> <b>Adding to the already abundant resources within the Preschool.</b>

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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fund-raising activities against objectives set	Para 1.4	<b>Our objective is always to achieve as much fund-raising as possible throughout the financial year. This year we were please to exceed the previous year fund-raising amount.</b>
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	After making a loss in the financial year ending 31 <sup>st</sup> March 2017 we were pleased to rectify this in the financial year ending 2018. We raised enough fund to cover expenditure and to ensure that the closing balance had increased by a small margin from the year before.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>To maintain sufficient funds to meet all the financial obligations of the charity.</p> <p>To fund any redundancy liabilities.</p> <p>To fund any building maintenance and contingencies.</p> <p>To maintain sufficient funds when child numbers decrease from term to term.</p> <p>To maintain sufficient funds to increase staffing to meet the required ratio if child numbers increase.</p>
Amount of reserves held	Para 1.22	<b>£50,584</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fund-raising)	Para 1.47	<b>Fees paid by parents</b>  <b>Funded fees</b>  <b>Fund-raising</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Preschool Learning Alliance Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected from Membership</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Work is inspected on a regular basis by Ofsted. The preschool was awarded Outstanding again in November 2015.</b>  <b>County Council Early Years Advisor also provide help, guidance and inspections.</b>
Relationship with any related parties	Para 1.51	<b>The charity is a member of the Preschool Alliance.</b>
Other		

### Reference and Administrative details

Charity name	Clyst Valley Preschool
Other name the charity uses	
Registered charity number	1036131
Charity's principal address	Clyst St Mary Primary School, Clyst St Mary Exeter Devon EX5 1BG

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Vicky Tonkin	Committee	September 2017 – Present
2	Kelly Mitchell	Committee	September 2017 – Present
3	Helen Muscutt	Committee	
4	Ali West	Secretary/Committee	
5	Liz Statham	Chair/ Committee	
6	Emma Webber	Treasurer/Committee	
7	Sarah Bassett	Committee	September 2017 – Present
8	Lynn Armstrong	Committee	
9	Charlene Parkes	Committee	
10	Gemma Fairfield-Sampson	Committee	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name

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

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### Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

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#### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

K Mitchell

Full name(s)

KELLY LEANNE MITCHELL

Position (e.g. Secretary, Chair, etc.)

TREASURER

Date

24/1/19

**Independent examiner's report to the trustees of Clyst Valley Preschool (Charity no. 1036131)**

I report to the trustees on my examination of the accounts of Clyst Valley Preschool for the year ended 31 March 2018.

**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 Clyst Valley Preschool accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of Clyst Valley Preschool 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:

B Kempton

Name: Briony Kempton

Address: 59 Winslade Park Avenue, Clyst St Mary, EX51DB

Date:

24 January 2019

CLYST VALLEY PRESCHOOL  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018

	2018		2017	
	£	£	£	£
INCOME:				
Fee (Parents)	16,802		17,867	
Funded Fees	64,020		71,351	
Fund Raising	1,980		1,249	
Other	5,339		3,339	
Interest	70		72	
		88,211		93,878
EXPENDITURE:				
Wages	69,822		81,773	
Equipment	1,569		1,815	
Rent	4,500		1,500	
Utilities/Rates	2,707		1,948	
Training	52		616	
Postage	46		45	
Stationery	13		31	
Insurance	1,973		1,628	
Break time Sundries	523		679	
Cleaner	1,780		1,185	
Consumables	1,711		1,618	
Other	2,858		4,536	
		87,554		97,374
		<u>657</u>		<u>-3,496</u>

CLYST VALLEY PRESCHOOL  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 MARCH 2018

	£		£	
	£	£	£	£
Opening balance:				
Current account	30,501		39,074	
Deposit account	19,420		14,348	
Petty cash	6		1	
		49,927		53,423
Income & expenditure account		657		-3,496
		<u>50,584</u>		<u>49,927</u>
Closing balance:				
Current account		31,057		30,501
Deposit account		19,490		19,420
Petty cash		37		6
		<u>50,584</u>		<u>49,927</u>

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