



# Trustees' Annual Report for the period

From Period start date 01 April 2018 To Period end date 31 March 2019

## Section A

### Reference and administration details

Charity name Clyst Valley Preschool

Other names charity is known by

n/a

Registered charity number (if any)

1036131

Charity's principal address

Clyst St Mary Primary School

Clyst St Mary

Exeter

Postcode

EX5 1BG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Vicky Tonkin	Chair	October '18 - Present	
2	Alison West	Secretary		
3	Kelly Mitchell	Treasurer		
4	Helen Muscutt	General Committee		
5	Emma Webber	General Committee		
6	Lynne Armstrong	General Committee	April '18 -October '18	
7	Liz Statham	Chair	April '18 -October '18	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Preschool Learning Alliance 2008

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

Unincorporated Association

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

Elected from Membership

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Work is inspected on a regular basis by Ofsted. The preschool was awarded Outstanding again in November 2015 and are anticipating an inspection imminently.

County council Early Years advisors provide help, guidance and inspections.

The charity is a member of the Early Years Alliance which offer, help and guidance, especially within areas of financial management, policy writing and training.

## Section C Objectives and activities

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

To enhance the development and education of children under statutory school age. To provide a safe and secure environment for children to thrive and become their best.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To offer preschool aged children sessions to aid their development and Early Years education. Full-time day-care Monday – Friday during school hours and term time is provided.

There is a fee charged to attend these sessions, which may be met in full or part from Universal hours (15) or 30 hours Early Years Funding provided by Devon County Council.

Applications are taken for all children between the stated age criteria and are admitted in accordance to our Admissions Policy.

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.

In planning our activities, projects and services for the year we keep in mind the Charity Commissions guidance on public benefit at our trustee meetings.

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 time in childcare within school hours.

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

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

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

Newly written policies are discussed and scrutinised by the committee before they are officially adopted.

Existing policies are reviewed and updated (if necessary) by the manager/administrator before being agreed by the committee.

The Committee consists of volunteers who assist staff in running various events, (such as nativity, sports day etc) and look at various opportunities to raise funds for the charity.

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

One member of staff achieved NVQ level 3 Early Years Educator and another gained Early Years Teacher Status.

Continued staff training includes, 'Ready for School' and Paediatric First Aid, as well as statutory training needs met.

Two very successful end of year trips (Paignton Zoo & Mid Devon Railway Centre) for both our leavers and younger children.

New purchases of an outside climbing frame and playhouse for the garden area.

## Section E

## Financial review

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

To maintain enough funds to meet all the financial obligations of the charity. To fund any redundancy liabilities. To fund any building maintenance contingencies. To maintain sufficient funds when child numbers decrease from term to term.  
To maintain sufficient funds to increase staffing to meet the required ratio if child numbers increase.

### Details of any funds materially in deficit

n/a

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal funding comes from Devon County Council Early Years Entitlement.

Fees paid by parents.

Fund-raising.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Vicky Tonkin

Position (eg Secretary, Chair, etc)

Chair

Date

27/11/19

	CLYST VALLEY PRESCHOOL				
	INCOME & EXPENDITURE ACCOUNT				
	FOR THE YEAR ENDED 31 MARCH 2019				
		2019		2018	
		£	£	£	£
	INCOME:				
	Fee (Parents)	17,426		16,802	
	Funded Fees	71,715		64,020	
	Fund Raising	2,027		1,980	
	Other	6,519		5,339	
	Interest	65		70	
			97,753		88,211
	EXPENDITURE:				
	Wages	76,629		69,822	
	Nest Pension	1,186			
	Equipment	1,155		1,569	
	Rent	3,000		4,500	
	Utilities/Rates	3,105		2,707	
	Training	1,181		52	
	Stationery	226		13	
	Consumables	1,911		1,711	
	Postage	16		46	
	Insurance	1,751		1,973	
	Break time Sundries	464		523	
	Cleaner	1,900		1,780	
	Other	3,872		2,858	
			96,397		87,554
			1,357		657
	CLYST VALLEY PRESCHOOL				
	STATEMENT OF ASSETS AND LIABILITIES				
	AS AT 31 MARCH 2019				
		£	£	£	£
	Opening balance:				
	Current account	31,057		30,501	
	Deposit account	19,490		19,420	
	Petty Cash	41		6	
			50,588		49,927
	Income & expenditure account	1,357			657

				51,945			50,584
	Closing balance:						
	Current account			32,347			31,057
	Deposit account			19,555			19,490
	Petty cash			3			37
				51,905			50,584



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Clyst Valley Preschool

On accounts for the year  
ended

31/3/2019

Charity no  
(if any)

1036131

Set out on pages

1/2/3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2019

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed: M. J

Date: 5/12/19

Name: M. JACKSON

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

MAAT

Address:

39 WINDSLADE PARK AVE  
CLYST ST MARY  
NR EXETER EX5 1DA



**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A