



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

Section A Reference and administration details

Charity name SCALLYWAGS PRE-SCHOOL (Halwill)

Other names charity is known by

Registered charity number (if any) 1033643

Charity's principal address
 The Jubilee Suite, The Parish Hall,
 Halwill Junction, Beaworthy,
 Devon
Postcode EX21 5XR

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	Rebecca Potter	Chair	10/18 until 21/10/20	
2	Eleanor Walpole	Vice Chair	09/17 until 21/10/20	
3	Thomasin Farrow	Secretary	09/17 until 21/10/20	
4	Erin Courtney	Treasurer	10/18 until 21/10/20	
5	Laura Griffith	Health & Safety & Safeguarding (Secretary from 21/10/20)	Current trustee, from 03/02/20	
6	Katherine Cullimore		Current trustee, from 09/17	
7	Fiona Webber		10/18 until 21/10/20	
8	Clare Brimacombe	Chair	Current trustee, from 21/10/20	
9	Hayley Potter	Vice Chair	Current trustee, from 21/10/20	
10	Kayzena Napier	Treasurer	Current trustee, from 21/10/20	
11	Louise Dart		Current trustee, from 21/10/20	
12	Natasha Hawkins		Current trustee, from 21/10/20	

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)

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution (now Early Years Alliance)
How the charity is constituted (eg. trust, association, company)	Pre-School
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • We are members of the Early Years Alliance (formerly Pre-School Learning Alliance) who offer training and support in respect of all areas of operating a pre-school business/charity • “Roles & Responsibilities” training provided by Early Years Alliance is available to new committee members. • New committee members are given an information pack, including details of roles and example calendar of year’s events, activities and tasks which are required to be done • Pre-school employs a part-time Administrator who deals with funding claims, finance, admission of new children and record-keeping, including keeping up to date with changes to procedures and legislation relating to a pre-school. • Administrator provides a continuous link when committee changes. • Administrator and committee office holders regularly exchange information and Administrator seeks authority from committee office holders re financial transactions. • We have procedures in place for authorisation of online banking transactions to be carried out • Treasurer and Administrator work together on financial matters eg budgets and record-keeping, ensuring that no one person has ability to make transactions independently. Good system of cross-checking and overseeing accounts records
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Summary of the objects of the charity set out in its governing document

- To follow the curriculum for the Early Years Foundation Stage, providing quality care and education for 2-5 year olds, giving all the children the opportunity to develop their potential and make progress towards the Early Learning Goals; to enable the children to develop their independence, make friendships and have fun learning through play.
- To support parents and to work in partnership with them while their child is at Scallywags.

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)

The Charity offered 30 hours childcare and education per week within school term time between September 2020 and August 2021. The sessions provide Early Years Foundation Stage education for 2-5 year olds. Pre-School opened Mondays to Fridays for 6 hours a day. We reserved the right to close sessions if there was inadequate uptake to make it financially viable to open; in this situation, alternative sessions within the week were offered to families so they did not lose out. Part day and full day sessions available; we try to accommodate all requests if at all possible. We have an Admissions Policy which explains how we allocate places if we should ever be oversubscribed.

We have very close links with the neighbouring primary school, where the majority of the children attending the pre-school will move on to.

Our staff undertake regular statutory and voluntary training, including Paediatric First Aid and Safeguarding. We keep up to date with changes in legislation in order to provide a relevant service to our users.

As part of our service, we offer help to parents and support them with any additional needs their child may have (either known before they arrive at pre-school or becoming apparent during their time with us), eg liaising with other professional and health bodies.

We support families by providing information and links to advice.

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.

The parents of the children will sometimes volunteer to assist the staff. Each year we may accept 1-2 young people on work experience placements from the local secondary school for 1-2 weeks. We have also had college and university students volunteer with us as part of their childcare studies. These students usually live in or close to our village and we are pleased to support them in their learning experience.

Committee, parents and staff work closely together on fundraising activities; this not only brings in essential additional income, but helps to build friendships and support networks, often carried through the later school years.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2020-21, 26 children aged 2-5 years attended the pre-school. We were open for 38 weeks (approx. 1140 hours in total)

We open for 38 weeks to enable families to claim their Government funding (2 year old funding where eligible, 3 & 4 year old "universal funding" and 30 hours "extended entitlement" for eligible 3 & 4 year olds). We also offer spaces to children who are not yet eligible for funding, and extra paid-for sessions to those who require additional hours above their funded entitlement.

Following the introduction by the Government of Extended Entitlement ("30 hours") funding in September 2017, the Management Committee decided to extend our opening hours to open Monday-Friday (term time) for 6 hours each day. This gives eligible families opportunity to access their full entitlement, and to give families more options for childcare.

The Committee, staff and the families using our pre-school work hard to fundraise towards the costs of running the pre-school, and for special projects and trips. We are proud that our pre-school feels like an extended family, working closely together to give the children the best opportunities.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves of Scallywags Pre-School are to be managed and prioritised in the following way:

- (1) Redundancy and half a term's running costs
- (2) Allocation of funds to projects
- (3) Balance of reserves held for general use.

The balance of reserves is there to be used to keep the pre-school active, however it should not need to be used on a regular occurrence.

Details of any funds materially in deficit

None

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.

The Charity's principal source of income is from Devon County Council Early Years Education Funding and Two Year Old Funding (subject to children being eligible).

Families who are not yet entitled to funding, or those who wish to attend additional hours, will pay an hourly rate to attend sessions. The hourly rate is reviewed at least annually, and is considered carefully (taking into account local competitors' rates and running costs).

Additional funds are raised from small locally held events throughout the year, such as donations, money raised from bingo and sponsored events. We are grateful for the support of local businesses and organisations who donate to our funds from time to time.

Some funds raised through donations and fundraising need to be used towards general running expenses where not covered by Government funding; additional fundraising and donations are used towards special trips and experiences (eg trip to the zoo; sports equipment; IT equipment etc). We hold fundraising events to raise money for specific items. We consider carefully how expenditure and purchase of equipment will benefit the Charity, in particular the children who use our services.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	P A Channing	
Full name(s)	PENELOPE ANNE CHANNING	
Position (eg Secretary, Chair, etc)	ADMINISTRATOR on behalf of the Trustees who have approved this Report	

Date 17th November 2021

SCALLYWAGS PRE-SCHOOL (HALWILL)
ACCOUNTS FOR YEAR ENDING 31st August 2021



GENERAL INCOME:

Fees	6,073.00
DCC Funding	43,127.59
Fundraising/Donations	3,507.39
Bank interest	112.15
Other (uniform; refunds)	322.26

GENERAL EXPENSES:

Wages (incl holiday pay, Tax, NI, pension contributions)	43,786.50
Rent (Halwill Parish Hall)	3,547.50
Utilities (mobile phone)	357.16
Food	258.69
Consumables (paper, printing, paint, resources, bathroom)	1,277.95
Equipment (incl toys)	1,754.61
Office admin costs (incl Payroll service)	1,378.72
Training, & meeting costs	70.00
Other (incl, memberships, travel, insurance)	1,562.78
Fundraising expenses	308.40

TOTAL INCOME:

53,142.39

TOTAL EXPENDITURE:

54,302.31

OPENING BALANCES:

Bank Account at TSB	19,187.73	
Reserves Account	15,318.67	
Redundancy Account	5,095.33	
Buildings and Equipment Account	550.41	
Cash in hand (petty cash)	20.00	
		40,172.14

CLOSING BALANCES

Bank Account at TSB	11,199.44	
Reserves Account	22,385.92	
Redundancy Account	5,139.87	
Buildings and Equipment Account	266.99	
Cash in hand (Petty cash)	20.00	
		39,012.22

£93,314.53

£93,314.53

I have prepared the above accounts with the information provided by the committee and certify them to be correct to the best of my knowledge and belief.

Gillian Bray
Administrator

Kayzena Napier
Treasurer



Section A

Independent Examiner's Report

Report to the trustees/ members of

SCALLYWAGS PRE-SCHOOL (MALWILL)

On accounts for the year ended

31-08-2021 Charity no (if any) 1033643

Set out on pages

AS ENCLOSED

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

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 Trust's 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed: [Signature]

Date: 29-09-2021

Name: MARK LEY

Relevant professional qualification(s) or body

[Empty box for qualification]

Investment Management Ltd

Name: [Redacted]

Signature: [Redacted]

Date: 25-10-2018

Please ensure the words in the brackets if they are not already present in the account to be reviewed.

Investment Management Ltd is a company limited by guarantee and is not a company limited by shares. It is a company limited by guarantee and is not a company limited by shares. It is a company limited by guarantee and is not a company limited by shares.

- The account to be reviewed is the account of Investment Management Ltd.
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Give here brief details of any items that the examiner wishes to disclose.

None noted.

Section B Disclosure

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

Address: LAKE VILLA, MILLA ROAD, HALWELL JUNCTON, BEAUFORT, DURHAM, EX21 5XS

(if any):