



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	09	2021	31	08	2022

From To

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 Clare Brimacombe	Chair until 30/09/21. Treasurer from 25/05/22	Current from 21/10/20	
2 Hayley Potter	Vice Chair Secretary from 25/05/22	Current from 21/10/20	
3 Kayzena Napier	Secretary & Treasurer	From 21/10/20 to 25/05/22	
4 Lorna Prickett Treacy	Chair	Current Trustee from 30/09/21	
5 Laura Griffith	Health & Safety & Safeguarding (Secretary from 21/10/20)	From 03/02/20 until 30/09/2021	
6 Natasha Hawkins		Current Trustee from 21/10/20	
7 Louise Dart		From 21/10/20 – 30/09/21	
8 Katherine Cullimore		From 21/10/20 – 30/09/21	
9 Amy Mahmud		From 30/09/21 – 03/12/21	
10 Emma Murphy	Safeguarding	Current Trustee from 30/09/21	
11 Samantha Rogers		Current Trustee from 31/01/22	
12 Sophie Batstone		Current Trustee from 25/05/22	

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

Name	Dates acted if not for whole year



Trustees' Annual Report for the period

Period start date: _____ Period end date: _____

Year: _____ Month: _____ Day: _____

From: _____ To: _____

Section A Reference and administration details

Charity name: SCALLYWAGS PRE-SCHOOL (Halwill)

Other names charity is known by: _____

Registered charity number (if any): 1039843

Charity's principal address: The Jubilee Suite, The Parish Hall, Halwill Junction, Beworthy, Devon

Postcode: EX21 8XR

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. Claire Banncombe	Chair until 30/09/21 Treasurer from 25/05/22	Current from 21/10/20	
2. Hayley Potter	Vice Chair Secretary from 25/05/22	Current from 21/10/20	
3. Kayzema Napier	Secretary & Treasurer	From 21/10/20 to 25/05/22	
4. Lorna Pickett Trea	Chair	Current Trustee from 30/09/21	
5. Laura Griffin	Health & Safety & Safeguarding (Secretary from 21/10/20)	From 03/02/20 until 30/09/2021	
6. Natalie Hawkins		Current Trustee from 21/10/20	
7. Louise Dart		From 21/10/20 - 30/09/21	
8. Katherine Gullimore		From 21/10/20 - 30/09/21	
9. Amy Mahmud		From 30/09/21 - 03/12/21	
10. Emma Murphy	Safeguarding	Current Trustee from 30/09/21	
11. Samantha Rogers		Current Trustee from 31/01/22	
12. Sophie Balstone		Current Trustee from 25/05/22	

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)

Play Leader – Lorraine Crocker. Administrator Penelope Channing

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)

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.

- 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

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 2021 and August 2022. 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, however we only had to close on one day due to extreme weather; in this situation, alternative sessions within the week were offered to families so they did not lose out. Part day and full day sessions are 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 most 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 so that we can 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), e.g. liaising with other professional and health bodies.

We support families by providing information and links to advice and financial support services.

Trustees have due regard to the guidance issued by the Charity Commission on public benefit when allocating funds.

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. In the last year we accepted 1 young person on a work experience placement for 1 week. 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.

In the last year we expanded our outdoor space and redecorated the interior of our setting. Funds were provided by local businesses, organisations, and community groups and through fundraising activities.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2021-22, 31 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. This year we raised almost £6000

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) Balance of reserves held for general use.

The balance of reserves is there to be used to keep the pre-school active should there be a downturn in numbers attending, 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.

Funds from fundraising and donations have been used towards improving the setting, special trips, equipment, and experiences (e.g. end of term trip; sports equipment; IT equipment etc). We consider carefully how expenditure and purchase of equipment will benefit the Charity, in particular the children who use our services.

This year we made a surplus of £7,992.76. Approx £1500 of this was funding allocated for the previous year, which would have brought the previous year into credit had it been paid earlier. £5000 has been transferred into our reserves account for redundancy and other costs in the event of a sudden closure. We anticipate that the next year may be less productive due to the sharp increase in the cost of living and we may need to use reserves that we have built up to maintain the high standard of our service to the community.

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)		L Prickett Treacy
Full name(s)	PENELOPE ANNE CHANNING	Lorna Prickett Treacy
Position (eg Secretary, Chair, etc)	ADMINISTRATOR	
Date		

SCALLYWAGS PRE-SCHOOL (HALWILL)
ACCOUNTS FOR YEAR ENDING 31st August 2022



GENERAL INCOME:

Fees	19,665.60
DCC Funding	50,643.23
Fundraising/Donations	5,971.26
Bank interest	96.62
Other (uniform, equipment sales, refunds)	311.46

GENERAL EXPENSES:

Wages (incl holiday pay, Tax, NI, Pension contributions)	53,340.67
Rent (Halwill Parish Hall)	4,734.50
Utilities (mobile phones & broadband)	694.64
Food & Drink	430.34
Consumables (paper, printing, resources, bathroom supplies, cleaning)	1,108.98
Equipment & Buildings (incl toys)	4,263.82
Office admin costs (incl Payroll service)	616.08
Training	508.80
Other (inc Ofsted Fee)	943.09
Fundraising expenses	1,065.77
EYA Membership, insurance & subscriptions	988.72

TOTAL INCOME:

76,688.17

TOTAL EXPENDITURE:

68,695.41

OPENING 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

CLOSING BALANCES

Bank Account at TSB	14,095.58	
Reserves Account	22,459.41	
Redundancy Account	10,429.98	
Buildings and Equipment Account	0.01	
Cash in hand (Petty cash)	20.00	
		47,004.98

£115,700.39

£115,700.39

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.

Pennie Channing
Administrator

Lorna Prickett Treacy
Chairperson



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

SCALLYWAGS PRE-SCHOOL (HALWICH)

On accounts for the year ended

31-08-2022

Charity no (if any)

1033643

Set out on pages

AS FICED

(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 DD / MM / YYYY.

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 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:

21-08-2022

Name:

MARK LEY

Relevant professional qualification(s) or body

NONE

(if any):

[Empty box for additional information]

Address:

Lake Villa, Chisla Road,
Harville Junction, Beaworth,
Devon, EX21 5XS

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).

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

[Large empty box for disclosure details]

[Signature box]

[Signature box]

[Name box]

[Name box]

[Qualification box]

[Qualification box]