

THE ORCHARD

ACCOUNTS

YEAR ENDED 31 JULY 2020

THE ORCHARD
ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

CONTENTS

Page 1	Trustees' Report
Page 9	Receipts and Payments Account
Page 10	Statement of Assets and Liabilities
Page 11	Notes to the Accounts
Page 12	Trustees' Approval
Page 13	Independent Examiner's Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 August 2019 Period start date to 31 July 2020 Period end date

Charity name: The Orchard

Charity registration number: 1028227

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Orchard is a community pre-school delivering the Early Years Foundation Stage education to children aged between 2 and 5 years. The Orchard makes itself accessible to children and families from all sections of the local community and has a policy of inclusion.</p> <p>The Orchard is managed by a Management Committee, comprising of parents and the community interested in its well-being. Working alongside The Orchard's great members of staff, our aims are to provide a "home-from-home" atmosphere - in which children feel comfortable and ready to learn, thus enabling us to deliver a high quality of education.</p> <p>We have close links with Great and Little Milton Primary Schools which helps to make the transition from pre-school to primary school as smooth as possible. Being a member of the Early Years Alliance, gives us the confidence to know we have the right support and guidance when managing The Orchard's general affairs.</p>
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>The trustees consider that they provide a public benefit by offering a service to local residents and their families in Oxfordshire and Buckinghamshire by providing care, education and play facilities for children between the ages of two and five which enables parents and carers to work.</p> <p>It also promotes public interest in and recognition of the needs of young children in the local area.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>The trustees confirm that they have had regard to public benefit guidance issued by the Charities Commission.</p>

Commission on public benefit		
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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	
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	<p>This financial year saw a number of changes at The Orchard. The number of children on roll, reached a high level with 24 children attending. Staffing was affected by the maternity period of the Deputy Supervisor, plus the retirement of the SENDCO (Special Educational Needs and Disabilities Coordinator). As a result, we hired a new member of staff who covered the maternity leave of the Deputy Supervisor. One member of staff also embarked on a course to enable her to achieve a Level 3 certificate which will benefit The Orchard in the long run.</p> <p>The biggest impact was the Covid-19 pandemic which began in March of 2020, leading to the pre-school closing its doors for a number of weeks. This effected income from parents, although funding was continued through the first lockdown period. It also meant that a lot of our more</p>

		<p>traditional fundraising events had to be cancelled.</p> <p>Fundraising throughout the period still helped to bolster the incomings at The Orchard. This included a Harvest coffee morning, sponsored read, and the Little Milton Christmas Fayre. We were then able to use the funds raised in order to refurbish the children's bathroom. Time and money were also invested in the upkeep of the garden. The balance beam and mud pit were repaired during the summer period and a wooden play bus installed. A gardening company were also employed to maintain the garden throughout the year, enabling the children to make better use of both the back and front gardens.</p>
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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 fundraising activities against objectives set	Para 1.41	
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	The charity achieved a deficit for the year of £8,286 whilst its net assets decreased from £98,450 to £95,320.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees do not have a formal policy on reserves but try to keep sufficient in reserves to be able to pay outstanding bills and staff wages when they become due. The position is closely monitored by the committee.
Amount of reserves held	Para 1.22	At the end of the year, the charity had cash and bank reserves of £41,172.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	There were no funds in deficit at the year end.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees are confident of the ability of the charity to continue as a going concern in the foreseeable future.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
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	The charity is controlled by its governing document, a deed of trust.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is an unincorporated association.
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	The procedures for the selection of trustees are set out in the governing document. All committee members are trustees and are elected at the Annual General Meeting.

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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Orchard
Other name the charity uses	The Orchard Pre-School
Registered charity number	1028227
Charity's principal address	Thame Road Little Milton Oxfordshire OX44 7PZ

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	Dr. Ahsan-Alvi			
2	Ms. Zoe Bullen		Resigned on 21 July 2020	
3	Ms. Sarah Cantwell-Wilkinson			
4	Ms. Natasha Ellis			
5	Ms. Shannon Foster		Resigned on 21 July 2020	
6	Ms. Amelia Parker-Joy			
7	Ms. Nicola Rogers	Chair		
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Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	No assets are held on behalf of others.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

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)		
Full name(s)	Ms.Nicola Rogers	
Position (eg Secretary, Chair, etc)	Chair	
Date	20 May 2021	

THE ORCHARD
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

	2020	2019
	£	£
RECEIPTS:		
Fees		
From parents	9,144	17,564
From Oxfordshire CC	43,344	37,573
	<u>52,488</u>	<u>55,137</u>
Other income		
Net fundraising income	1,023	1,272
Grants	5,382	-
Uniform and book bag sales	30	86
Donations	239	790
Other income (mainly deposits)	160	600
Interest received	116	113
	<u>6,950</u>	<u>2,861</u>
	<u>59,438</u>	<u>57,998</u>
LESS PAYMENTS:		
Employee costs		
Salaries and expenses	53,284	50,065
Training	651	345
	<u>53,935</u>	<u>50,410</u>
Premises costs		
Rent	80	82
Insurance	1,634	1,591
Electricity	83	260
Telephone and broadband	530	791
Property maintenance and repairs	3,627	1,047
Water rates	304	171
	<u>6,259</u>	<u>3,942</u>
Playing costs		
Cleaning	705	620
Food, equipment and play materials	814	1,962
	<u>1,519</u>	<u>2,582</u>
Administration		
Professional fees	2,882	2,400
Advertising and marketing	607	123
Registrations and subscriptions	50	95
Office costs	1,399	910
Computer software and equipment	823	813
Deposits returned	250	360
	<u>6,011</u>	<u>4,702</u>
	<u>67,724</u>	<u>61,635</u>
Net surplus (deficit)	-8,286	(3,637)
Cash and bank balances at 1 August 2019	49,458	53,095
Cash and bank balances at 31 July 2020	<u>41,172</u>	<u>49,458</u>

THE ORCHARD

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2020

	2020 £	2019 £
FIXED ASSETS		
Premises	39,280	39,280
Equipment	12,153	12,153
	<u>51,433</u>	<u>51,433</u>
CURRENT ASSETS		
Stock	95	-
Debtors	4,520	337
Bank current account	21,778	29,809
Bank deposit accounts	19,382	19,640
Cash in hand	12	9
	<u>45,787</u>	<u>49,795</u>
CURRENT LIABILITIES		
PAYE & National Insurance	-	178
Parents' deposits	520	1,280
Accrued expenses	1,380	1,320
	<u>1,900</u>	<u>2,778</u>

THE ORCHARD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

1 ACCOUNTING POLICIES

Accounting Convention

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Receipts and payments account

A receipts and payments account has been prepared in accordance with Section 133 of the Charities Act 2011 as the total income of the charity was less than £250,000.

Statement of Assets and Liabilities

- a) A Statement of Assets and Liabilities has been prepared in accordance with Section 133 of the Charities Act 2011 as the total income of the charity was less than £250,000.
- b) The charity's premises are stated at cost.

THE ORCHARD

ACCOUNTS - 31 JULY 2020

TRUSTEES' APPROVAL

The financial statements were approved by the Board of Trustees on 20 May 2021 and were signed on its behalf by :

Ms. N. Rogers, Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ORCHARD
(Charity number 1028227)

Independent examiner's report to the trustees of The Orchard

I report to the charity's trustees on my examination of the accounts of The Orchard ('the Trust') for the year ended 31 July 2020.

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').

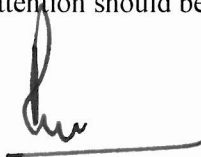
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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. The 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 the accounting records; or
3. the accounts do 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 confirm that there are no other matters in connection with the examination to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



R.A. Pease CA FCA
McCulloch Pease Limited
11 Boundary Business Park
Wheatley Road
Garsington
Oxford
OX44 9EJ

Date: 24 May 2021