

THE ORCHARD

ACCOUNTS

YEAR ENDED 31 JULY 2021

THE ORCHARD
ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 August 2020 Period start date to 31 July 2021 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 | | |
|------------------------------|--|--|

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>During the period August 2020 to July 2021, The Orchard returned to providing full-time childcare to the local community, following the first lock-down. Fundraising was greatly limited due to the restrictions at the time, so the committee found new ways of raising funds, including a sponsored lap-a-thon, 'Bag2School' collections and parental donations. We also took part in the Little Milton Christmas and Easter 'walking' fairs. These were well-supported community events which helped to provide valuable funds.</p> <p>As restrictions were lifted, we held a coffee morning with the main aim of welcoming new children and parents who had yet to properly meet each other and also be together at The Orchard site. This was well-attended and a positive step towards 'normality'.</p> <p>Within the setting, a number of updates took place to ensure the setting was prepared for the implementation of the new EYFS (Early Years Foundation Stage). The fish tank was also updated to become a favourite feature for the children.</p> |

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 surplus for the year of £8,146 whilst its net assets increased from £95,320 to £98,706. |
| 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 funds 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 £49,318. |
| 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 | Mrs Nicola Rogers | Chairperson | Resigned on 1 September 2021 | |
| | 2 | Ms Katherine Leworthy | | | |
| | 3 | Ms. Sarah Cantwell-Wilkinson | | | |
| | 4 | Ms. Natasha Ellis | | | |
| | 5 | Mrs Donna Webber | | Appointed on 26 February 2021 | |
| | 6 | Ms. Amelia Parker-Joy | | Resigned on 26 February 2021 | |
| | 7 | Dr. Ahsan Alvi | | Resigned on 13 October 2020 | |
| | 8 | Mrs. Emily Gresty | Chairperson | Appointed on 1 September 2021 | |
| | 9 | | | | |
| | 10 | | | | |
| | 11 | | | | |
| | 12 | | | | |
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| | 17 | | | | |
| | 18 | | | | |
| | 19 | | | | |
| | 20 | | | | |

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) | | |
| | | |

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

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) | Mrs. Emily Gresty | |
| | Position (eg Secretary, Chair, etc) | Chairperson | |
| | Date | 25 May 2022 | |

THE ORCHARD
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2021

| | 2021 | 2020 |
|---|---------------|---------------|
| | £ | £ |
| RECEIPTS: | | |
| Fees | | |
| From parents | 11,498 | 9,144 |
| From Oxfordshire CC | <u>28,633</u> | <u>43,344</u> |
| | <u>40,131</u> | <u>52,488</u> |
| Other income | | |
| Net fundraising income | 2,418 | 1,023 |
| Grants | 12,486 | 5,382 |
| Uniform and book bag sales | 36 | 30 |
| Donations | 1,014 | 239 |
| Other income (mainly deposits) | 680 | 160 |
| Interest received | <u>10</u> | <u>116</u> |
| | <u>16,644</u> | <u>6,950</u> |
| | <u>56,775</u> | <u>59,438</u> |
| LESS PAYMENTS: | | |
| Employee costs | | |
| Salaries and expenses | 35,850 | 53,284 |
| Training | <u>4</u> | <u>651</u> |
| | <u>35,854</u> | <u>53,935</u> |
| Premises costs | | |
| Rent | 12 | 80 |
| Insurance | 1,670 | 1,634 |
| Electricity | 150 | 83 |
| Telephone and broadband | 473 | 530 |
| Property maintenance and repairs | 3,720 | 3,627 |
| Water rates | <u>158</u> | <u>304</u> |
| | <u>6,183</u> | <u>6,259</u> |
| Playing costs | | |
| Cleaning | 765 | 705 |
| Food, equipment and play materials | <u>1,165</u> | <u>814</u> |
| | <u>1,930</u> | <u>1,519</u> |
| Administration | | |
| Professional fees | 1,448 | 2,882 |
| Advertising and marketing | 165 | 607 |
| Registrations and subscriptions | 50 | 50 |
| Office costs | 2,257 | 1,399 |
| Computer software and equipment | 542 | 823 |
| Deposits returned | <u>200</u> | <u>250</u> |
| | <u>4,662</u> | <u>6,011</u> |
| | <u>48,629</u> | <u>67,724</u> |
| Net surplus (deficit) | 8,146 | -8,286 |
| Cash and bank balances at 1 August 2020 | 41,172 | 49,458 |
| Cash and bank balances at 31 July 2021 | <u>49,318</u> | <u>41,172</u> |

THE ORCHARD

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2021

| | 2021 £ | 2020 £ |
|----------------------------|---------------|---------------|
| FIXED ASSETS | | |
| Premises | 39,280 | 39,280 |
| Equipment | <u>12,153</u> | <u>12,153</u> |
| | <u>51,433</u> | <u>51,433</u> |
| CURRENT ASSETS | | |
| Stock | 95 | 95 |
| Debtors | 143 | 4,520 |
| Bank current account | 29,902 | 21,778 |
| Bank deposit accounts | 19,391 | 19,382 |
| Cash in hand | <u>25</u> | <u>12</u> |
| | <u>49,556</u> | <u>45,787</u> |
| CURRENT LIABILITIES | | |
| PAYE & National Insurance | 293 | - |
| Parents' deposits | 720 | 520 |
| Accrued expenses | 1,134 | 1,380 |
| Pension contributions | <u>136</u> | <u>-</u> |
| | <u>2,283</u> | <u>1,900</u> |

THE ORCHARD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

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 2021

TRUSTEES' APPROVAL

The financial statements were approved by the Board of Trustees on 25 May 2022 and were signed on its behalf by :

Mrs. E. Gresty, 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 2021.

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').

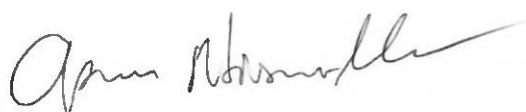
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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.



A.P. Sowden FCCA
Chapman, Robinson and Moore Limited
30 Bankside Court
Stationfields
Kidlington
Oxford
OX5 1JE

Date: 26 May 2022