

THE ORCHARD

ACCOUNTS

YEAR ENDED 31 JULY 2022

THE ORCHARD
ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 August 2021 Period start date to 31 July 2022 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 Charity 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>The Orchard Pre-School had a busy and lively year this year, following the lockdowns and closures of 2020-2021. The staff team increased and the number of children at the pre-school increased while successfully providing a stable, caring and happy environment for the children.</p> <p>Provision</p> <p>The Orchard currently offers a day that is a similar length to that of a primary school, from 9am to 2.45pm. There are morning and afternoon sessions every day of the week apart from Thursday when there is just a morning session. There is also a Big Club session on a Tuesday afternoon, aimed directly at children before their transition to primary school. This focuses on literacy and numeracy, as well as social skills that are required for a smooth start in reception and has been well attended by the older children.</p> <p>The online learning journals that were introduced through Tapestry were used extensively by the staff, with many parents using this facility as well. The service functioned as an ongoing feedback tool for</p>

		<p>parents and also maintained communication between staff and parents throughout the year.</p> <p>Environment</p> <p>This year the focus of the improvements and renovations was on the outside area. The committee and particularly the staff cleared the outside area, providing more space for the children to play. The sand pit was replaced and renovated and a structure was built at the back of the building to provide shelter and cover for new and existing outdoor resources.</p> <p>Staff</p> <p>2021-2022 was a busy year for the Orchard with an increase of children on roll to around thirty children most days of the week, requiring an additional member of staff to be employed. Melissa Simms joined the team in November 2021, adding a wealth of experience to an already high-performing team. The staff team undertake CPD regularly and all legally required training is up-to-date. Inset training was undertaken including a preparation for Ofsted inspection to ensure that staff feel thoroughly prepared in advance of any imminent inspection. All members of staff and the Chair attended the Ofsted preparation training.</p> <p>Jessica Ford had started as Supervisor in June 2021 and led the team throughout the year with energy and integrity. Clair West stepped up to the role of Deputy and together they led the fantastic team of staff. Helen Stuart-Lovegrove had returned to work at the Orchard in May 2021 having previously worked here, and Melissa Simms joined the team in November 2021. We have regularly relied on cover staff this year, with parents and committee members helping regularly, particularly when Covid affected the staff team.</p> <p>Alison Vallance works as the office manager. She is a huge asset to the team and works closely with the staff and the committee. Alison provides a consistent service with her long-term knowledge of the background and running of the Orchard.</p> <p>Fundraising & Events</p> <p>Fundraising events have been well supported this year. A coffee morning was held each term, we had some joint fundraisers in the village with Little Milton primary school, and finally a wonderful sports day, with over one hundred family members and friends attending. We were also lucky to be the beneficiaries of a large fundraiser held by Views Farm in Great Milton. This year they chose to donate</p>
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		<p>some of the funds raised to the Orchard. The money raised was used for new resources plus the refurbished outside area and also to a new alarm and security system, ensuring the safety of all staff and children.</p> <p>This year there was a focus on deepening the relationship between the Orchard and Little Milton Primary school. The children from the Orchard were taken on a visit to the primary school to play in their Reception classroom. In addition the youngest members of the school visited the Orchard to share some songs with the Orchard children.</p> <p>Committee The Orchard Committee is made up entirely of parents. They work continuously to support the staff and ensure they have everything they need to provide the best childcare possible.</p> <p>Future vision Our mission at the Orchard is to provide a safe and inclusive environment whilst focusing on learning through play. We endeavour to maintain our high standards for children, staff and parents.</p> <p>Thank you very much to both the staff and the committee who work incredibly hard to ensure the children are well looked after and cared for in such a safe, positive environment. It is an uncertain time for everyone at the Orchard, but it is clear that the children are able to thrive in their time with us. The parents are very supportive and we are very grateful for all the support and hard work that helps to make the Orchard successful.</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	

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity incurred a deficit for the year of £2,168 (2021 £8,146 surplus) whilst its net assets reduced from £98,706 to £97,996.
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 £47,150 (2021 £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		Resigned on 9 May 2022	
3	Ms. Sarah Cantwell-Wilkinson		Resigned on 31 July 2022	
4	Ms. Natasha Ellis			
5	Mrs Donna Webber		Resigned on 31 July 2022	
6	Mrs. Emily Gresty	Chairperson	Appointed on 1 September 2021, resigned on 31 July 2022	
7	Ms. Elise Gardner		Appointed on 17 November 2021	
8	Ms. Grace Blackwell		Appointed on 4 July 2022	
9	Ms. Jane Comyn	Chairperson	Appointed on 22 September 2021	
10	Ms. Emma Ufton		Appointed on 22 September 2021, resigned on 4 July 2022	
11	Ms. Rosie Farquharson		Appointed on 9 March 2022, resigned on 31 July 2022	
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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)		

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)

Jane Comyn	
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Full name(s)

Ms. Jane Comyn	
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Position (eg
Secretary, Chair,
etc)

Chairperson	
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Date

26 May 2023

**THE ORCHARD
RECEIPTS AND PAYMENTS ACCOUNT**

FOR THE YEAR ENDED 31 JULY 2022

	2022	2021
	£	£
RECEIPTS:		
Fees	18,508	11,498
From parents	37,467	28,633
From Oxfordshire CC	<u>55,976</u>	<u>40,131</u>
Other income	2,011	2,418
Net fundraising income	-	12,486
Grants	317	36
Uniform and book bag sales	22	1,014
Donations	800	680
Other income (mainly deposits)	5	10
Interest received	<u>3,155</u>	<u>16,644</u>
	<u>59,131</u>	<u>56,775</u>
LESS PAYMENTS:		
Employee costs	47,925	35,850
Salaries and expenses	638	4
Training	<u>48,563</u>	<u>35,854</u>
Premises costs	52	12
Rent	1,775	1,670
Insurance	127	150
Electricity	615	473
Telephone and broadband	1,162	3,720
Property maintenance and repairs	767	-
New patio area and cover	224	158
Water rates	<u>4,721</u>	<u>6,183</u>
Playing costs	-	765
Cleaning	767	1,165
Food, equipment and play materials	893	-
New climbing frames	<u>1,660</u>	<u>1,930</u>
Administration	2,042	1,448
Professional fees	115	165
Advertising and marketing	209	50
Registrations and subscriptions	2,467	2,257
Office costs	606	542
Computer software and equipment	280	200
Deposits returned	611	-
Uniforms and book bags	25	-
Grants	<u>6,074</u>	<u>4,662</u>
	<u>61,299</u>	<u>48,629</u>
Net surplus (deficit)	-2,168	8,146
Cash and bank balances at 1 August 2021	49,318	41,172
Cash and bank balances at 31 July 2022	<u>47,150</u>	<u>49,318</u>

THE ORCHARD

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2022

	2022 £	2021 £
FIXED ASSETS		
Premises	40,047	39,280
Equipment	<u>13,046</u>	<u>12,153</u>
	<u>53,093</u>	<u>51,433</u>
CURRENT ASSETS		
Stock	175	95
Debtors	524	143
Bank current account	27,746	29,902
Bank deposit accounts	19,397	19,391
Cash in hand	<u>7</u>	<u>25</u>
	<u>47,849</u>	<u>49,556</u>
CURRENT LIABILITIES		
PAYE & National Insurance	265	293
Parents' deposits	880	720
Accrued expenses	1,801	1,134
Pension contributions	<u>-</u>	<u>136</u>
	<u>2,946</u>	<u>2,283</u>

THE ORCHARD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

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.

Taxation

The charity is exempt from tax on its charitable activities.

THE ORCHARD

ACCOUNTS - 31 JULY 2022

TRUSTEES' APPROVAL

The financial statements were approved by the Board of Trustees on 26 May 2023 and were signed on its behalf by :

A handwritten signature in black ink, appearing to read 'Jael Comyn', with a stylized flourish at the end.

Ms. J. Comyn, 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 2022.

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
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Oxford
OX5 1JE

26 May 2023