

**THE ORCHARD**

**ACCOUNTS**

**YEAR ENDED 31 JULY 2024**

**THE ORCHARD**

**ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024**

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## **The Orchard**

### **Report of the Trustees** **For the Year Ended 31 July 2024**

The trustees of the charity are pleased to present their report with the financial statements for the charity for the year ended 31 July 2024.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and Activities**

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.

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.

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.

##### **Public benefit**

The trustees confirm that they have had regard to public benefit guidance issued by the Charity Commission.

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.

It also promotes public interest in and recognition of the needs of young children in the local area.

##### **Achievements and performance**

Our Chair remained as Mrs. Jane Comyn throughout the 2023-2024 academic year. The maximum number of children on the roll for the year was 23. In July 2024, only 4 of children left for primary Schools (September 2024).

In September 2023 we had 4 members of staff being employed. Due to low numbers of children in the Autumn term 2023 staff hours needed to be reduced and unfortunately we had to drop to 3 staff members at the end of December 2023. In April 2024 the National Minimum Wage was increased to £11.44 per hour, all staff members received a 3.31% percentage increase pay rise.

Fundraising has helped bolster the income at The Orchard. This included a cake sale at the Village fireworks event 2023, the Little Milton Christmas Fayre 2023, a coffee morning in February

## **The Orchard**

### **Report of the Trustees (continued)** **For the Year Ended 31 July 2024**

#### **Achievements and performance (continued)**

2024, Little Milton Spring Fayre and a Summer Sports / Family Day 2024. We were able to use these funds raised to purchase materials needed within the preschool and continue the professional development of our staff.

#### **FINANCIAL REVIEW**

The charity achieved a surplus for the year of £104 (2023 deficit £8,570).

At the end of the year, the charity had cash and bank reserves of £38,683 (2023 £38,579). Of this the amount of £211 represented restricted funds (2023 £211).

The Deprivation Fund (DEPR) was the only restrictive fund in deficit at the year end in the sum of £450 (2023 £450).

The trustees are confident of the ability of the charity to continue as a going concern in the foreseeable future.

#### **RESERVES POLICY**

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.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity was originally established as The Orchard (charity number: 1028227) and governed by a constitution adopted on 11 November 1993 and updated on 29 October 2014.

The charity is controlled by its governing document, a deed of trust. The charity is an unincorporated association.

##### **Trustee selection methods**

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.

## **The Orchard**

### **Report of the Trustees (continued)** **For the Year Ended 31 July 2024**

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity Number**

1028227

##### **Registered Office**

Orchard Pre School  
Thame Road  
Little Milton  
Oxford  
OX44 7PZ

##### **Trustees**

Chair – Ms. Jane Comyn (appointed 9 November 2022, resigned 23 November 2024)  
James Painter – (Chair from 23 November 2024, appointed as Trustee 23 October 2024)  
Ms. Jess Ford – (appointed 16 October 2023)  
Ms. Zaneta Adamkowska-Saniak (appointed 23 October 2024)

##### **Independent Examiner**

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

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

Signed on behalf of the charity's trustees of trustees on

by:

.....  
James Painter

**THE ORCHARD**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2024**

	<b>2024</b>			<b>2023</b>
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS:</b>				
Fees				
From parents	15,579	-	15,579	10,439
From Oxfordshire CC.	33,690	-	33,690	50,122
	<u>49,269</u>	<u>-</u>	<u>49,269</u>	<u>60,561</u>
Other income				
Net fundraising income	2,388	-	2,388	1,884
Grants	-	-	-	25
Uniform and book bag sales	138	-	138	50
Donations	400	-	400	300
Other income (mainly deposits)	1,316	-	1,316	451
Interest received	200	-	200	77
	<u>4,442</u>	<u>-</u>	<u>4,442</u>	<u>2,787</u>
	<u>53,711</u>	<u>-</u>	<u>53,711</u>	<u>63,348</u>
<b>LESS PAYMENTS:</b>				
Employee costs				
Salaries and expenses	44,490	-	44,490	54,891
Training	35	-	35	985
	<u>44,525</u>	<u>-</u>	<u>44,525</u>	<u>55,876</u>
Premises costs				
Rent	12	-	12	44
Insurance	2,082	-	2,082	1,953
Electricity	133	-	133	132
Telephone and broadband	785	-	785	560
Property maintenance and repairs	359	-	359	2,445
Water rates	251	-	251	-
	<u>3,622</u>	<u>-</u>	<u>3,622</u>	<u>5,134</u>

**THE ORCHARD**  
**RECEIPTS AND PAYMENTS ACCOUNT (continued)**  
**FOR THE YEAR ENDED 31 JULY 2024**

	General	2024 Restricted	Total	2023 Total
	£	£	£	£
Playing costs				
Food, equipment and play materials	<b>1,127</b>	-	<b>1,127</b>	<b>4,862</b>
	<b>1,127</b>	-	<b>1,127</b>	<b>4,862</b>
Administration				
Professional fees	<b>1,984</b>	-	<b>1,984</b>	<b>2,272</b>
Advertising and marketing	<b>130</b>	-	<b>130</b>	<b>115</b>
Registrations and subscriptions	<b>335</b>	-	<b>335</b>	<b>806</b>
Office costs	<b>1,171</b>	-	<b>1,171</b>	<b>1,803</b>
Computer software and equipment	<b>418</b>	-	<b>418</b>	<b>720</b>
Deposits returned	<b>160</b>	-	<b>160</b>	<b>280</b>
Uniforms and book bags	-	-	-	<b>50</b>
Grants	<b>135</b>	-	<b>135</b>	-
	<b>4,333</b>	-	<b>4,333</b>	<b>6,046</b>
	<b>53,607</b>	-	<b>53,607</b>	<b>71,918</b>
Net surplus (deficit)	<b>104</b>	-	<b>104</b>	<b>(8,570)</b>
Cash and bank balances at 1 August 2023	<b>38,368</b>	<b>211</b>	<b>38,579</b>	<b>47,149</b>
Cash and bank balances at 31 July 2024	<b>38,472</b>	<b>211</b>	<b>38,683</b>	<b>38,579</b>

**THE ORCHARD**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2024**

	2024			2023
	General	Restricted	Total	
	£	£	£	£
<b>FIXED ASSETS</b>				
Premises	40,047	-	40,047	40,047
Equipment	13,046	-	13,046	13,046
	<u>53,093</u>	<u>-</u>	<u>53,093</u>	<u>53,093</u>
<b>CURRENT ASSETS</b>				
Stock	85	-	85	161
Debtors	900	-	900	3,853
Bank current account	18,782	211	18,993	19,099
Bank deposit accounts	19,674	-	19,674	19,474
Cash in hand	16	-	16	6
	<u>39,457</u>	<u>211</u>	<u>39,668</u>	<u>42,593</u>
<b>CURRENT LIABILITIES</b>				
PAYE & National Insurance	542	-	542	719
Parents' deposits	1,250	-	1,250	460
Accrued expenses	1,358	-	1,358	1,657
Pension contributions	174	-	174	-
	<u>3,324</u>	<u>-</u>	<u>3,324</u>	<u>2,836</u>

**THE ORCHARD**  
**RESTRICTIVE FUNDS - RECEIPTS AND PAYMENTS ACCOUNT**  
**YEAR ENDED 31 JULY 2023**

**ASSETS AND LIABILITIES**  
**AS AT 31 JULY 2024 AND 2023**

	<b>EYPP</b>	<b>DEPR</b>	<b>SEN</b>	<b>DAF</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank current account	<b>43</b>	<b>-450</b>	<b>534</b>	<b>84</b>	<b>211</b>

Note	1	2	3	4
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Notes	1	Early Years Pupil Premium
	2	Deprivation Fund
	3	Special Educational Needs
	4	Disability Access Fund

## **THE ORCHARD**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024**

#### **1 ACCOUNTING POLICIES**

##### **Accounting Convention**

The financial statements of the entity, 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 (FRS102) (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.

##### **Fund accounting**

- a) Unrestricted funds are available to spend on activities that further any of the purposes of the charity at the discretion of the Trustees.
- b) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**THE ORCHARD**

**ACCOUNTS - 31 JULY 2024**

**TRUSTEES' APPROVAL**

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

James Painter, Trustee