

# COGGES UNDER FIVES ASSOCIATION

England & Wales · Charity number 1037157

## Details

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Other names	COGGES PLAYGROUP
Status	Registered
Legal form	Other
Registered	1994-05-03
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Cogges Church Centre Church Lane Witney OX28 3LA
Phone	01993774594
Email	<a href="mailto:coggespreschool@outlook.com">coggespreschool@outlook.com</a>
Website	<a href="http://www.coggespreschool.co.uk">www.coggespreschool.co.uk</a>

## Activities

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**Objects:** The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Activities:** Pre-school for children aged between 2 and 5.Provides care and education to pre-school children in the local area.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities

## Geography

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- Oxfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£144,894	£124,394	-	-
2023-12-31	£122,050	£113,326	-	-
2022-12-31	£115,894	£105,866	-	-
2021-12-31	£105,893	£99,561	-	-
2020-12-31	£95,706	£93,329	-	-

## Trustees

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Name	Role	Appointed
<b>Charlotte Lind</b>	Chair	2021-09-28
Helen Hayward		2025-07-13
Josephine Druce-Harding		2026-04-02
Liudmila Hollis		2026-03-16
Louise Elizabeth Brown		2026-01-05
Rebecca Marie Timms-Weaving		2026-02-04
Tania Khan		2023-03-06

**COGGES UNDER FIVES ASSOCIATION**

England & Wales - Charity number 1037157

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# Accounts

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**Trustees Annual Report**  
**1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024**

**Registration Number 1037157**

**Charity's Principal Address – Cogges Church Centre, Church Lane, Witney, OX28 3LA**

**Other Name Charity is Known By – Cogges Pre-school**

<b><u>Trustee Details</u></b>	<b><u>Office</u></b>	<b><u>Dates acted if not whole year</u></b>
Charlotte Lind	Chair	From November 2023
Lily Bancroft	Co Chair	From November 2023
Jessica Reilly	Secretary	From November 2023
Tania Khan	Treasurer	From October 2023
Clare Stone	General	From June 2023 – September 2024
Allisyn Young	General	From March 2023 – September 2024
Andrea Daika	General	From November 2023

Cogges Pre-school is an Association and Trustees are elected

The main activity of Cogges Pre-school is to provide care and education to children between the ages of 2 – 4 years. We aim to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the need of children through a community group.

We provide high quality care and education for approximately 40 children aged between 2 and 4 years old living in the local community.

We support staff to start and achieve high qualifications in childcare to enhance the quality of care.

Our reserves are held to cover redundancy payments if necessary, to continue to operate the pre-school when the number of children drops below the required financial minimum or to purchase/replace high value essential items

Signed on behalf of the Trustees

Signature Charlotte Lind

Full Name CHARLOTTE LIND  
Chair

Date 12/11/2024

**Cogges Under 5's Association**

**Income and Expenditure account for the year ended 31st December 2024**

	Cash Book	Petty Cash	TOTAL 2024	TOTAL 2023
<b>INCOME</b>				
Session fees	15,563		15,563	11,868
OCC - funding for children	123,425		123,425	104,321
OCC Household support	1,455		1,455	1,185
Donations	1,276	415	1,691	245
Fundraising income	1,298	1,212	2,510	2,108
Forest School donation	328	24	352	0
Sundry receipts	1,550	290	1,840	1,948
Interest on savings accounts	799		799	375
<b>Total Income</b>	<b>145,694</b>	<b>1,941</b>	<b>147,635</b>	<b>122,050</b>
<b>EXPENDITURE</b>				
Rent	5,163		5,163	8,000
Staff salaries/wages	105,058		105,058	90,065
Staff training	360		360	664
Toys, books & equipment	3,026	59	3,085	3,054
Refreshments & cooking	632	122	754	695
Telephone & broadband	462		462	389
Fundraising expenses		50	50	541
Postage & stationery	464	40	504	340
PLA insurance, Licences & fees	1,702		1,702	2,052
Cleaning & hygiene costs	585	8	593	633
Gifts & donations	91	49	140	206
Audit fees	225		225	210
New laptop & tablet			0	485
paving for sandpit base	885		885	
Forest School expenses -				1,993
Rent	528		528	
Toys & equipment	170	63	233	
sundry expenses		15	15	
Sundry expenses -				3,999
clothing & uniform	384		384	
craft items	318	45	363	
themed resources	819	64	883	
computer & printer costs	480		480	
Household support vouchers	1,290		1,290	
office equipment	361		361	
storage	56	7	63	
parties & activities	475	27	502	
subscriptions	306		306	
sundry expenses	175	59	234	
general repairs	380	19	399	
<b>Total Expenditure</b>	<b>124,395</b>	<b>627</b>	<b>125,022</b>	<b>113,326</b>
<b>Surplus for the year</b>			<b>22613</b>	<b>8,724</b>



## SUMMARY OF PETTY CASH SHEETS - year to 31st December 2024

### INCOME

Voluntary donations		298.95
Uniform		158.00
Fundraising events income		1212.25
Early Start Club		112.00
Donation for snacks		95.00
Forest school donation		24.00
Bookbags		20.00
Christmas party donation		21.00
		<u>1941.20</u>

### EXPENDITURE

Equipment - Forest school	62.99	
- storage	<u>7.00</u>	69.99
Craft materials		45.30
Cleaning equipment		7.28
Cooking items		46.22
Snacks		75.95
Stationery, stamps & batteries		40.25
Fundraising gifts	49.42	
Themed week resources	55.24	
Books	<u>16.47</u>	121.13
Toys, books & equipment		42.47
Other expenses -		
events	27.10	
themed week resources	9.30	
sundry expenses	59.07	
forest school	14.76	
general repairs	19.34	
gifts	<u>48.75</u>	178.32
		<u>626.91</u>

### PETTY CASH SUMMARY

Cash in hand 01.01.2024	62.35
Petty cash income	<u>1941.20</u>
	2003.55
Petty cash expenses	-626.91
Fundraising income banked	<u>-922.33</u>
Cash in Hand 31.12.2024	<u>454.31</u>

**Actual amount of Cash in hand 31.12.2024** 24.01

**Fundraising Cash held** 430.00

**DIFFERENCE - amount short in the tin** 0.30

\* unexplained difference between cash income and cash expenses, as recorded in the petty cash sheets (amount added to sundry expenses)

Cogges Under 5's Association

Balance Sheet as at 31st December 2024

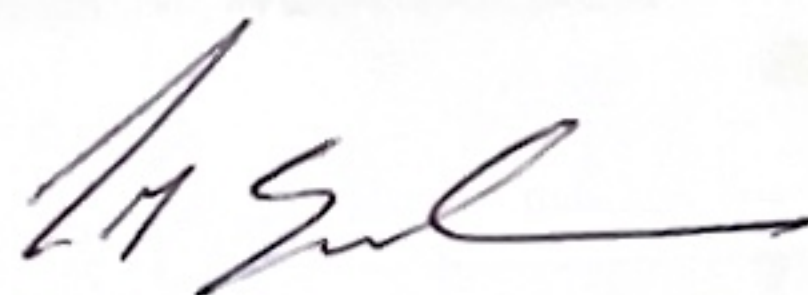
	<u>31.12.2024</u>	<u>31.12.2023</u>
<b>CURRENT ASSETS</b>		
Petty Cash	454	63
Bank Community account	33,866	26,726
Business Saver account	52,439	36,680
Business Saver Fundraising account	2,518	3,195
Total	<u>89,277</u>	<u>66,664</u>
<b>CURRENT LIABILITIES</b>		
Outstanding cheques	0	0
<b>NET ASSETS</b>	<u><u>89,277</u></u>	<u><u>66,664</u></u>
Opening surplus 1st January 2024	66,664	57,940
Surplus for the year	22,613	8,724
Closing surplus 31st December 2024	<u><u>89,277</u></u>	<u><u>66,664</u></u>

Cogges Under 5's Association

Audit report for the year ended 31<sup>st</sup> December 2024

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31<sup>st</sup> December 2024, from the accounting records supplied.

There are no matters outstanding for the year ended 31<sup>st</sup> December 2024.



Mrs Linda Souch

21<sup>st</sup> July 2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Cogges Under 5's Association

On accounts for the year ended

31st December 2024

Charity no (if any)

Set out on pages

1-2

(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:

21/07/2025

Name:

LINDA SOUTH

Relevant professional qualification(s) or body

—

(if any):

Address:

46 WILMOT CLOSE  
WITNEY  
OXON OX28 5NL

**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.

None.

**COGGES UNDER FIVES ASSOCIATION**

England & Wales - Charity number 1037157

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# Accounts

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**Trustees Annual Report**  
**1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022**

**Registration Number 1037157**

**Charity's Principal Address – Cogges Church Centre, Church Lane, Witney, OX28 3LA**

**Other Name Charity is Known By – Cogges Pre-school**

<b><u>Trustee Details</u></b>	<b><u>Office</u></b>	<b><u>Dates acted if not whole year</u></b>
Jessica Reilly	Chair	From November 2022
Amy Townsend	Co Chair	Till November 2022
Rebecca Timms-Weaving	Co Chair	Till April 2022
Charlotte Lind	Secretary	
Emily Grant	Treasurer	
Harriet Yeoman	General	
Lucy Williams	General	Till January 2022
Ketty Rosine-Pinheiro	General	Till October 2022
Nicola Smith	General	Till October 2022
Jessica Reilly	General	From January 2022 – November 2022
Clare Stone	General	From January 2022
Rebecca Timms-Weaving	General	From April 2022 – October 2022
Rebecca Brooke Bullard	General	From October 2022
Lily Bancroft	General	From November 2022

Cogges Pre-school is an Association and Trustees are elected

The main activity of Cogges Pre-school is to provide care and education to children between the ages of 2 – 4 years. We aim to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the need of children through a community group.

We provide high quality care and education for approximately 40 children aged between 2 and 4 years old living in the local community.

We support staff to start and achieve high qualifications in childcare to enhance the quality of care.

Our reserves are held to cover redundancy payments if necessary, to continue to operate the pre-school when the number of children drops below the required financial minimum or to purchase/replace high value essential items

Signed on behalf of the Trustees

Signature



Full Name

JESSICA REILLY

Chair

Date

23/03/2023.

## Cogges Under 5's Association

### Income and Expenditure account for the year ended 31st December 2022

	Cash Book	Petty Cash	TOTAL 2022	TOTAL 2021
<b>INCOME</b>				
Session fees	7,220		7,220	13,611
OCC - funding for children	103,757		103,757	87,464
OCC Household support	905		905	1,050
Donations	22	205	227	150
Fundraising income	1,713	286	1,999	1,836
Forest School donation	333		333	
Sundry receipts	927	489	1,416	1,779
Interest on savings accounts	37		37	3
<b>Total Income</b>	<b>114,914</b>	<b>980</b>	<b>115,894</b>	<b>105,893</b>
<b>EXPENDITURE</b>				
Rent	7,947		7,947	7,905
Staff salaries/wages	85,052		85,052	77,628
Staff training	487		487	950
Toys, books & equipment	1,652	110	1,762	1,535
Refreshments & cooking	130	523	653	477
Telephone & broadband	385		385	406
Fundraising expenses	260	4	264	167
Postage & stationery	302	32	334	208
PLA insurance, Licences & fees	1,669	40	1,709	1,624
Cleaning & hygiene costs	605	117	722	559
Gifts & donations	353	68	421	287
Audit fees	210		210	205
Replacement Fencing	1,580		1,580	
New ipads & cases				1,699
Forest School expenses -				429
Training	179		179	
Toys & equipment	670	27	697	
sundry expenses	28	16	44	
Sundry expenses -				5,482
clothing & uniform	721		721	
craft items	356	39	395	
computer & printer costs	352		352	
Household support vouchers	785		785	
office equipment	258		258	
storage	255	4	259	
parties & activities	447		447	
subscriptions	75		75	
sundry expenses	119	9	128	
<b>Total Expenditure</b>	<b>104,877</b>	<b>989</b>	<b>105,866</b>	<b>99,561</b>
<b>Surplus for the year</b>			<b>10,028</b>	<b>6,332</b>

**Cogges Under 5's Association**

**Audit report for the year ended 31<sup>st</sup> December 2022**

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31<sup>st</sup> December 2022, from the accounting records supplied.

There are two items to be reported to the committee for this year –

1. There is a small difference on the petty cash account of £ 0.77. There was less cash held in the tin than recorded in the cash book, and this amount has been added to Sundry expenses.
2. Petty Cash expenses have been over-claimed by a total of £ 6.35 during the year. The amounts claimed should have been NET of discounts applied at the time of purchase. No adjustment has been made for this error in the accounts.

There are no other matters outstanding for the year ended 31<sup>st</sup> December 2022.

**Mrs Linda Souch**

31<sup>st</sup> July 2023



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Cogges under 5's Association

On accounts for the year  
ended

31st December 2022

Charity no  
(if any)

1037157

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the 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 (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

*Linda South*

Date:

31/07/2023

Name:

LINDA SOUTH

Relevant professional  
qualification(s) or body  
(if any):

Address:

46 WILMOT CLOSE

LITNEY

OXON OX28 5NL

Only complete if the examiner needs to highlight 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.

None

Report to the trustees of members of

On accounts for the year ended

Set out on pages

Responsibilities and basis of report

Independent examiner's statement

Signed:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**COGGES UNDER FIVES ASSOCIATION**

England & Wales - Charity number 1037157

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# Accounts

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**Trustees Annual Report**  
**1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021**

**Registration Number 1037157**

**Charity's Principal Address – Cogges Church Centre, Church Lane, Witney, OX28 3LA**

**Other Name Charity is Known By – Cogges Pre-school**

<b><u>Trustee Details</u></b>	<b><u>Office</u></b>	<b><u>Dates acted if not whole year</u></b>
Amy Townsend	Co Chair	From September 2021
Rebecca Timms-Weaving	Co Chair	From September 2021
Charlotte Lind	Secretary	From September 2021
Emily Grant	Treasurer	From September 2021
Lucy Williams	Co Chair	Till September 2021
Harrit Yeoman	Co Chair	Till September 2021
Ben Jeffery	Treasurer	Till September 2021
Elizabeth Wiltshire	Secretary	Till September 2021
Richard Heast	General	Till September 2021
Jessica Harris	General	Till September 2021
Emma Davies	General	Till May 2021
Harriet Yeoman	General	From September 2021
Lucy Williams	General	From September 2021
Ketty Rosine-Pinheiro	General	
Nicola Smith	General	From September 2021
Michaela Stares	General	From September 2021 – December 2021

Cogges Pre-school is an Association and Trustees are elected

The main activity of Cogges Pre-school is to provide care and education to children between the ages of 2 – 4 years. We aim to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the need of children through a community group.

We provide high quality care and education for approximately 40 children aged between 2 and 4 years old living in the local community.

We support staff to start and achieve high qualifications in childcare to enhance the quality of care.

Our reserves are held to cover redundancy payments if necessary, to continue to operate the pre-school when the number of children drops below the required financial minimum or to purchase/replace high value essential items

Signed on behalf of the Trustees

Signature



Full Name

Amy Townsend

Chair

Date

03 / 03 / 2020

## Cogges Under 5's Association

### Income and Expenditure account for the year ended 31st December 2021

	Cash Book	Petty Cash	TOTAL 2021	TOTAL 2020
<b>INCOME</b>				
Session fees	13,611		13,611	4,006
OCC - funding for children	87,464		87,464	89,698
OCC Covid support	1,050		1,050	
Donations	10	140	150	180
Fundraising income	1,836		1,836	1,282
Sundry receipts	1,224	555	1,779	993
Interest on savings accounts	3		3	25
<b>Total Income</b>	<b>105,198</b>	<b>695</b>	<b>105,893</b>	<b>96,184</b>
<b>EXPENDITURE</b>				
Rent	7,905		7,905	6,776
Staff salaries/wages	77,628		77,628	78,422
Staff training	950		950	416
Toys, books & equipment	1,451	84	1,535	1,219
Refreshments & cooking	131	346	477	229
Telephone & broadband	406		406	444
Fundraising expenses	137	30	167	144
Postage & stationery	202	6	208	164
PLA insurance & fees	1,624		1,624	1,627
Cleaning & hygiene costs	455	104	559	508
Gifts & donations	257	30	287	77
Audit fees	205		205	195
New ipads and cases	1,699		1,699	219
Forest School expenses -				854
Training	179		179	
Rent	160		160	
sundry expenses	66	24	90	
Sundry expenses -				2,604
clothing & uniform	822		822	
bookbags	383		383	
craft items	407	106	513	
computer & printer costs	391		391	
Covid support vouchers	970		970	
office equipment	208		208	
storage	685	17	702	
parties & activities	854		854	
subscriptions	560		560	
sundry expenses	40	39	79	
<b>Total Expenditure</b>	<b>98,775</b>	<b>786</b>	<b>99,561</b>	<b>93,898</b>
<b>Surplus for the year</b>			<b>6,332</b>	<b>2,286</b>

## Cogges Under 5's Association

### Balance Sheet as at 31st December 2021

	<u>31.12.2021</u>	<u>31.12.2020</u>
<b><u>CURRENT ASSETS</u></b>		
Petty Cash	53	143
Bank Community account	6,237	9,730
Business Saver account	39,512	30,510
Business Saver Fundraising account	2,060	1,247
Total	<u>47,862</u>	<u>41,630</u>
<b><u>CURRENT LIABILITIES</u></b>		
Outstanding cheques	0	-50
Outstanding cheque from 31/12/2020 Not presented - now out of date	50	
NET ASSETS	<u><u>47,912</u></u>	<u><u>41,580</u></u>
Opening surplus 1st January 2021	41,580	39,294
Surplus for the year	6,332	2,286
Closing surplus 31st December 2021	<u><u>47,912</u></u>	<u><u>41,580</u></u>

## SUMMARY OF CASH BOOK - year to 31st December 2021

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### INCOME

Session fees		13,710.04
OCC - funding for Children		87,464.03
OCC Covid support income		1,050.00
Donations - General		10.00
Fundraising income (£ 65.50 for outside organisations)		1,901.02
Money for uniform		389.00
Money for book bags		85.00
Sundry income - Early Start Club		362.50
Sundry income - SSP Covid refund		288.05
- sale of equipment		99.49
	<b>TOTAL</b>	<b>105,359.13</b>

### EXPENDITURE

Staff wages		77,628.37
Rent		7,904.79
Telephone, broadband & mobile	406.37	
Forest School mobile	20.00	426.37
Computer & printer costs		356.76
Staff training - general	949.57	
- forest school	179.00	1,128.57
Books, toys & equipment	1,423.19	
ipads and cases	1,698.63	
Office equipment	47.04	
Christmas presents & cards	83.20	3,252.06
Fundraising costs (£ 65.50 for outside organisations)		202.49
Craft		407.28
Office equipment	161.39	
General equipment	172.16	
Storage	540.76	
Forest school equipment	25.49	899.80
Cleaning & hygiene		454.72
Postage & stationery		201.69
Other expenses -		
gifts for staff & children	173.49	
clothing & uniform	821.85	
bookbags	382.80	
session fees overpaid	99.00	
parties & activities	903.98	
cooking	130.91	
licences & fees	317.47	
subscriptions	559.94	
Covid support vouchers	970.00	
audit fee	205.00	
insurance	1,306.74	
sundry expenses	73.95	
Forest school expenses	181.47	6,126.60
	<b>TOTAL</b>	<b>98,989.50</b>

## **SUMMARY OF PETTY CASH SHEETS - year to 31st December 2021**

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### **INCOME**

Craft and cooking donations received		139.55
Uniform		51.00
Bookbags		25.00
Early Start Club		479.40
		<hr/>
		<b>694.95</b>
		<hr/> <hr/>

### **EXPENDITURE**

Equipment - forest school	7.99	
- toys & instruments	25.24	
- storage	16.99	50.22
	<hr/>	
Craft materials		106.13
Cleaning equipment		103.94
Cooking items		113.38
Snacks - general		208.41
Stationery, stamps & batteries		5.50
Fundraising gifts		29.43
Toys, books & equipment - general		58.87
Other expenses -		
staff gifts	30.00	
AGM refreshments	23.96	
DBS checks	24.30	
sundry expenses	12.00	
forest school	16.29	106.55
	<hr/>	
		<hr/>
		<b>782.43</b>
		<hr/> <hr/>
	<b>TOTAL</b>	

### **PETTY CASH SUMMARY**

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Cash in hand 01.01.2021	143.45
Petty cash income	694.95
	<hr/>
	838.40
Petty cash expenses	-782.43
	<hr/>
Cash in Hand 31.12.2021	55.97
	<hr/> <hr/>
<b>Actual amount of Cash in hand 31.12.21</b>	<b>52.94</b>
	<hr/> <hr/>
<b>DIFFERENCE - amount short in the tin</b>	<b>-3.03</b>
	<hr/> <hr/>

\* unexplained difference between cash income and cash expenses, as recorded in the petty cash sheets (amount added to sundry expenses)

**Cogges Under 5's Association**

**Audit report for the year ended 31<sup>st</sup> December 2021**

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31<sup>st</sup> December 2021, from the accounting records supplied.

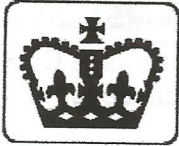
There are two items to be reported to the committee for this year –

1. The outstanding cheque from last year, dated 14/10/2020 was never presented and is now out of date. £50 for Relax Kids has been deducted from Parties and activities for this year.
2. There is a small difference on the petty cash account of £ 3.03. There was less cash held in the tin than recorded in the cash book, and this amount has been added to Sundry expenses.

There are no other matters outstanding for the year ended 31<sup>st</sup> December 2021.

**Mrs Linda Souch**

6<sup>th</sup> June 2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Cogges Under 5's Association

On accounts for the year  
ended

31st December 2021

Charity no  
(if any)

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

*Linda South*

Date:

6/6/2022

Name:

LINDA SOUTH

Relevant professional  
qualification(s) or body  
(if any):

Address:

46 WILMOT CLOSE

WITNEY

OXON OX28 5NL

Only complete if the examiner needs to highlight 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.

None.

**COGGES UNDER FIVES ASSOCIATION**

England & Wales - Charity number 1037157

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# Accounts

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**Trustees Annual Report**  
**1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020**

**Registration Number 1037157**

**Charity's Principal Address – Cogges Church Centre, Church Lane, Witney, OX28 3LA**

**Other Name Charity is Known By – Cogges Pre-school**

<b><u>Trustee Details</u></b>	<b><u>Office</u></b>	<b><u>Dates acted if not whole year</u></b>
Rebecca Hince	Co-Chair	Till September 2020
Lucy Williams	Co Chair	
Harriet Yeoman	Co Chair	From September 2020
Ben Jeffery	Treasurer	
Jessica Harris	Secretary	Till September 2020
Elizabeth Wiltshire	Secretary	From September 2020
Richard Heast	General	
Rachael Mooney	General	Till September 2020
Jessica Harris	General	From September 2020
Francesca Garsed-Brand	General	Till February 2020
Ruth Cadywould	General	Till September 2020
Kay Spragg	General	Till September 2020
Harriet Yeoman	General	From Mar 20 Till September 2020
Ketty Rosine-Pinheiro	General	From September 2020
Emma Davies	General	From November 2020

Cogges Pre-school is an Association and Trustees are elected

The main activity of Cogges Pre-school is to provide care and education to children between the ages of 2 – 4 years. We aim to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the need of children through a community group.

We provide high quality care and education for approximately 40 children aged between 2 and 4 years old living in the local community.

We support staff to start and achieve high qualifications in childcare to enhance the quality of care.

Our reserves are held to cover redundancy payments if necessary, to continue to operate the pre-school when the number of children drops below the required financial minimum or to purchase/replace high value essential items

Signed on behalf of the Trustees

Signature pp ~~pp~~ (M Sofpe Administrator)

Full Name Harriet Yeoman & Lucy Williams  
Chair

Date 25/2/21

Email approval given due to COVID restrictions

## Cogges Under 5's Association

### Income and Expenditure account for the year ended 31st December 2020

	Cash Book	Petty Cash	TOTAL 2020	TOTAL 2019
<b>INCOME</b>				
Session fees	4,006		4,006	9,103
OCC - funding for children	89,698		89,698	91,304
Donations	30	150	180	214
Fundraising income	1,171	111	1,282	1,656
Sundry receipts	776	217	993	595
Interest on savings accounts	25		25	63
<b>Total Income</b>	<b>95,706</b>	<b>478</b>	<b>96,184</b>	<b>102,935</b>
<b>EXPENDITURE</b>				
Rent	6,776		6,776	7,467
Staff salaries/wages	78,422		78,422	77,057
Staff training	416		416	1,487
Toys, books & equipment	1,082	137	1,219	2,020
Refreshments & cooking	54	175	229	387
Telephone & broadband	444		444	480
Fundraising expenses	144		144	126
Postage & stationery	149	15	164	359
PLA insurance & fees	1,627		1,627	1,552
Cleaning & hygiene costs	402	106	508	322
Gifts & donations	60	17	77	539
Audit fees	195		195	195
Galaxy Tablet 7	219		219	
New Chromebook and Tablets			0	490
Forest School expenses -				420
equipment	283	41	324	
Rent	500		500	
sundry expenses	17	13	30	
Sundry expenses -				2,559
clothing & uniform	470		470	
craft items	481	30	511	
computer & printer costs	379		379	
equipment repairs	72		72	
office equipment & storage	303		303	
parties & activities	210		210	
subscriptions	412		412	
sundry expenses	212	35	247	
<b>Total Expenditure</b>	<b>93,329</b>	<b>569</b>	<b>93,898</b>	<b>95,460</b>
<b>Surplus for the year</b>			<b>2,286</b>	<b>7,475</b>

## SUMMARY OF PETTY CASH SHEETS - year to 31st December 2020

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### INCOME

Petty cash income - recorded		150.00
Craft and cooking donations received		150.50
Fundraising income		111.00
Uniform & bookbags		63.00
Early Start Club		152.50
		<u>627.00</u>

### EXPENDITURE

Equipment - forest school	19.49	
- office equipment	60.12	
- toys & instruments	24.00	
- storage	7.99	111.60
Craft materials - general		30.24
Cleaning equipment		105.71
Cooking items		72.27
Snacks - general		103.30
Stationery, stamps & batteries		15.49
Toys, books & equipment - general	45.48	
- forest school	22.48	67.96
Other expenses -		
leavers presents	17.00	
flu jabs	11.50	
DBS checks	16.20	
sundry expenses	7.63	
forest school	13.00	65.33
		<u>571.90</u>
	<b>TOTAL</b>	<b>571.90</b>

### PETTY CASH SUMMARY

Cash in hand 01.01.2020	86.87
Petty cash income	627.00
	<u>713.87</u>
Petty cash expenses	-571.90
Cash in Hand 31.12.2020	<u>141.97</u>
<b>Actual amount of Cash in hand 31.12.20</b>	<b><u>143.45</u></b>
<b>DIFFERENCE - extra amount in the tin</b>	<b><u>1.48</u></b>

\* unexplained difference between cash income and cash expenses, as recorded in the petty cash sheets (amount added to sundry income)

## SUMMARY OF CASH BOOK - year to 31st December 2020

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### INCOME

Session fees		4,191.00
OCC - funding for Children		89,697.60
Donations - General		30.60
Fundraising income (£ 86.71 for outside organisations)		1,257.54
Money for uniform		484.00
Money for book bags		105.00
Sundry income - Early Start Club		180.00
Sundry income		7.23
	<b>TOTAL</b>	<b>95,952.97</b>

### EXPENDITURE

Staff wages		78,421.61
Rent		6,776.36
Telephone, broadband & mobile		444.31
Petty cash withdrawn		150.00
Computer & printer costs	378.55	
HPEnvy 6220 printer	79.99	458.54
Staff training - general		415.75
Books, toys & equipment	1,081.51	
Galaxy Tablet A7	219.00	
Forest School equipment - dungarees	283.25	1,583.76
Fundraising costs (£ 86.71 for outside organisations)		230.71
Craft		480.79
Office equipment	189.64	
General equipment	71.51	
Storage	32.97	294.12
Cleaning & hygiene		401.57
Postage & stationery		149.47
Other expenses -		
gifts for staff & children	109.50	
clothing & uniform	470.20	
session fees overpaid	185.00	
parties & activities	210.00	
cooking	54.14	
fees	296.00	
subscriptions	411.68	
other expenses	211.56	
audit fee	195.00	
insurance	1,281.17	
Forest school expenses	516.79	3,941.04
	<b>TOTAL</b>	<b>93,748.03</b>

**Cogges Under 5's Association**

**Balance Sheet as at 31st December 2020**

	<b>31.12.2020</b>	<b>31.12.2019</b>
<b><u>CURRENT ASSETS</u></b>		
Petty Cash	143	87
Bank Community account	9,730	8,198
Business Saver account	30,510	30,485
Business Saver Fundraising account	1,247	1,152
Total	<u>41,630</u>	<u>39,922</u>
<b><u>CURRENT LIABILITIES</u></b>		
Outstanding cheques	-50	-628
<b>NET ASSETS</b>	<b><u>41,580</u></b>	<b><u>39,294</u></b>
Opening surplus 1st January 2020	39,294	31,799
Surplus for the year	2,286	7,495
<b>Closing surplus 31st December 2020</b>	<b><u>41,580</u></b>	<b><u>39,294</u></b>

Outstanding cheques not presented by 31st December 2020 -

14/10/2020

103005

50.00

**Cogges Under 5's Association**

**Audit report for the year ended 31<sup>st</sup> December 2020**

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31<sup>st</sup> December 2020, from the accounting records supplied.

The only item to be reported to the committee for this year is a small difference on the petty cash account of £ 1.48. There was more cash held in the tin than recorded in the cash book, and this amount has been added to Sundry Income.

There are no other matters outstanding for the year ended 31<sup>st</sup> December 2020.

**Mrs Linda Souch**

31st July 2021



Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended  Charity no (if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent examiner's statement** 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:  Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**

None.