
Trustees Annual Report
1st January 2020 to 31st 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

<u>Trustee Details</u>	<u>Office</u>	<u>Dates acted if not whole year</u>
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  (M Soffe 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
INCOME				
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
Total Income	95,706	478	96,184	102,935
EXPENDITURE				
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	
Total Expenditure	93,329	569	93,898	95,460
Surplus for the year			2,286	7,475

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

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
	TOTAL	<u>571.90</u>

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>
Actual amount of Cash in hand 31.12.20	<u>143.45</u>
DIFFERENCE - extra amount in the tin	<u>1.48</u>

* 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

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
	TOTAL	95,952.97

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
	TOTAL	93,748.03

Cogges Under 5's Association

Balance Sheet as at 31st December 2020

	<u>31.12.2020</u>	<u>31.12.2019</u>
<u>CURRENT ASSETS</u>		
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>
<u>CURRENT LIABILITIES</u>		
Outstanding cheques	-50	-628
NET ASSETS	<u><u>41,580</u></u>	<u><u>39,294</u></u>
Opening surplus 1st January 2020	39,294	31,799
Surplus for the year	2,286	7,495
Closing surplus 31st December 2020	<u><u>41,580</u></u>	<u><u>39,294</u></u>

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 31st December 2020

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31st 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 31st December 2020.

Mrs Linda Souch

31st July 2021



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

The Cogges under 5's Association

On accounts for the year
ended

31/12/2020

Charity no
(if any)

Set out on pages

1 and 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 Souch

Date:

31/07/2021

Name:

Mrs Linda Souch

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

Address:

46 Wilmot Close

WITNEY

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.