



Trustees Annual Report
1st January 2021 to 31st 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

<u>Trustee Details</u>	<u>Office</u>	<u>Dates acted if not whole year</u>
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
INCOME				
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
Total Income	105,198	695	105,893	96,184
EXPENDITURE				
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	
Total Expenditure	98,775	786	99,561	93,898
Surplus for the year			6,332	2,286

Cogges Under 5's Association

Balance Sheet as at 31st December 2021

	<u>31.12.2021</u>	<u>31.12.2020</u>
<u>CURRENT ASSETS</u>		
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>
<u>CURRENT LIABILITIES</u>		
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

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
	TOTAL	105,359.13

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
	TOTAL	98,989.50

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

INCOME

Craft and cooking donations received	139.55
Uniform	51.00
Bookbags	25.00
Early Start Club	479.40
	<hr/>
	694.95
	<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/>
	TOTAL	782.43
		<hr/>

PETTY CASH SUMMARY

Cash in hand 01.01.2021	143.45
Petty cash income	694.95
	<hr/>
	838.40
Petty cash expenses	-782.43
Cash in Hand 31.12.2021	55.97
	<hr/>
	<hr/>
Actual amount of Cash in hand 31.12.21	52.94
	<hr/>
	<hr/>
DIFFERENCE - amount short in the tin	-3.03
	<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 31st December 2021

I have prepared the Income and Expenditure account of the Cogges under 5's Association for the year ended 31st 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 31st December 2021.

Mrs Linda Souch

6th June 2022



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 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:

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.