



Trustees Annual Report
1st January 2024 to 31st 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

| <u>Trustee Details</u> | <u>Office</u> | <u>Dates acted if not whole year</u> |
|-------------------------------|----------------------|---|
| 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 |
|--------------------------------|----------------|---------------|----------------|----------------|
| INCOME | | | | |
| 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 |
| Total Income | 145,694 | 1,941 | 147,635 | 122,050 |
| EXPENDITURE | | | | |
| 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 | |
| Total Expenditure | 124,395 | 627 | 125,022 | 113,326 |
| Surplus for the year | | | 22613 | 8,724 |

SUMMARY OF CASH BOOK - year to 31st December 2024

INCOME

| | | |
|--|--------------|-------------------|
| Session fees | | 15,563.37 |
| OCC - funding for Children | | 123,425.03 |
| OCC Household support income | | 1,455.00 |
| Donations - General | | 1,276.45 |
| Fundraising income (School) | | 2,126.85 * |
| Forest school donations | | 328.00 |
| Sundry income - Early start club | 1,177.50 | |
| money for uniform | 415.00 * | |
| money for bookbags | 50.00 | 1,642.50 |
| | | |
| | TOTAL | 145,817.20 |
| * duplicated income - fundraising £ 829.33 ; uniform £ 93.00 | | -922.33 |
| | | 144,894.87 |

EXPENDITURE

| | | |
|--------------------------------|--------------|-------------------|
| Staff wages | | 105,057.51 |
| Rent | | 5,162.75 |
| Telephone, broadband & mobile | 461.94 | |
| Forest school mobile | 0.00 | 461.94 |
| Computer & printer costs | 429.55 | |
| New printer | 49.99 | 479.54 |
| Staff training - general | | 360.00 |
| Books, toys & equipment | 2,312.13 | |
| Forest school toys & equipment | 170.44 | |
| paving for sandpit base | 885.00 | |
| Office equipment | 35.67 | |
| Themed week resources | 818.74 | 4,221.98 |
| Craft | 318.17 | |
| cooking | 193.73 | 511.90 |
| Office equipment | 304.91 | |
| Books, toys & equipment | 76.77 | |
| General repairs | 160.00 | |
| Storage | 55.96 | 597.64 |
| Snacks | | 411.35 |
| Cleaning & hygiene | | 585.08 |
| Postage & stationery | | 463.97 |
| Forest school rent | | 264.00 |
| Other expenses - | | |
| gifts for staff & children | 91.30 | |
| clothing & uniform | 384.33 | |
| parties & activities | 474.61 | |
| general repairs | 220.16 | |
| refreshments | 27.00 | |
| licences & fees | 485.86 | |
| subscriptions | 305.87 | |
| delivery charges | 69.94 | |
| Household support vouchers | 1,290.00 | |
| audit fee | 225.00 | |
| PLA insurance | 1,215.82 | |
| sundry expenses | 105.61 | |
| Forest school rent | 264.00 | |
| office equipment | 19.99 | |
| equipment | 637.49 | 5,816.98 |
| | | |
| | TOTAL | 124,394.64 |

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> |
| | TOTAL | <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

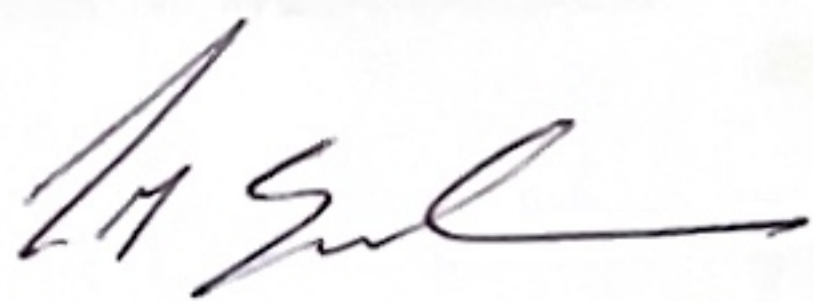
| | <u>31.12.2024</u> | <u>31.12.2023</u> |
|------------------------------------|-------------------|-------------------|
| CURRENT ASSETS | | |
| Petty Cash | 454 | 63 |
| Bank Community account | 33,866 | 26,726 |
| Business Saver account | 52,439 | 36,680 |
| Business Saver Fundraising account |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

Cogges Under 5's Association

Audit report for the year ended 31st December 2024

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

There are no matters outstanding for the year ended 31st December 2024.



Mrs Linda Souch

21st July 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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.

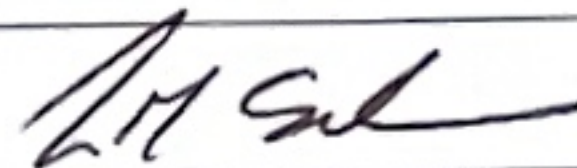
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- 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:



Date:

21/01/2025

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.