



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 08	Year 2019		Day 31	Month 07	Year 2020

Section A Reference and administration details

Charity name	OXENHOPE UNDER FIVES
Other names charity is known by	OXENHOPE PRE-SCHOOL
Registered charity number (if any)	1044244
Charity's principal address	PO BOX 433 OXENHOPE COMMUNITY CENTRE CROSS LANE, OXENHOPE, KEIGHLEY Postcode BD22 9LH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Laura Cockroft	Chairperson		
2	Tony Neary	Treasurer		
3	Charlotte Gill	Secretary		
4	Tamsin Foxon			
5	Laura Duckworth			
6	Hilary Ellis			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Clare Wild – Oxenhope Under Fives Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Pre-School Learning Alliance Model Pre-School Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Association

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting (AGM) usually held in October or November time.

In the event of a death or resignation of an elected trustee, the vacancy shall be filled until the next AGM by a member appointed by the committee. If additional expertise or trustees are required they may be appointed between AGM's.

Parents wishing to join the committee between AGM's may approach current members and offer their services.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objective of Oxenhope Pre-School is to provide a pre-school setting to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of children through community groups and by:

(a) offering appropriate play facilities, together with the opportunity for parents to take responsibility for and to become involved in the activities of such groups.

(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 area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Oxenhope Pre-School is a long standing and well-respected community group within the village of Oxenhope, Keighley, which we believe has enhanced the quality of life and education of children and their parents. We do this through encouraging and supporting a broad array of learning and development to help prepare children for their transition to primary school.

In managing the pre-school, the trustees consider the Charity Commission guidance on public benefit.

Oxenhope Pre-School provides the local community with affordable fees for childcare in a central village location.

Our pre-school is welcoming and an inclusive environment who welcomes all children and their families. We value children's individual needs and work hard to meet these.

During 2019 – 2020 we employed five part time staff who were all from the local area.

Additional details of objectives and activities (Optional information)

We had no volunteers during the 2019 – 2020 year.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Autumn –

We held a stay and play in October 2019 where our children and their families could attend to learn all about the benefits of messy play. The children enjoyed lots of physical play activities such as using real tools and extensive trips to the local areas such as the park, Rose Garden and nature areas. Our AGM took place on 12th November, 2019 at 8pm.

Spring –

We closed pre-school on 23rd March 2020 due to COVID-19. Due to national restrictions, we remained closed as none of our families needed us to provide childcare. We provided weekly fun sessions outdoors for our families where children took part in treasure hunts, sports days etc. We encouraged children to learn at home and shared information with parents about how they can support this on social media. We kept in touch with all families over the phone for safeguarding and welfare reasons.

Summer –

Closed due to COVID. Information as above. The trustees of the charity met, restrictions permitting, outdoors whilst adhering to social distancing guidelines to discuss plans moving forward. It was decided that the setting would remain closed till September 2020.

Main Fundraising Events –

Christmas Fair held on Saturday 30th November, 2019 – raised £1007.00

Grants –

Other –

We raised £64.00 for Crackerjacks Children's Trust by holding a sponsored pyjama week.

We raised £57.96 for Macmillan Cancer Support in September 2019.

We raised £18 for Children in Need.

Donations made by various people & businesses –

Parents and carers kindly donated prizes for our Christmas Fair tombolas and raffles. Businesses who made donations included MW Tree Services, Bradford City FC, Waggon & Horses Inn, Keighley Worth Valley Railway, Soul Tree Yoga, Turtle Tots, The Dog & Gun Public House, Cobbles & Clay, Baby College, Robertshaw's Farm Shop, Pennine Plus, Caterpillar Catering. Food was donated from the Co-op Oxenhope and Morrisons.

Section E

Financial review

Brief statement of the charity's policy on reserves

The pre-school aims to hold sufficient reserves to maintain effective ongoing operation and a surplus to cater for any unexpected events.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Subscription fees and the NEF are the principal sources of funding for the pre-school.

Oxenhope Pre-School's main source of income during 2019/2020 were as follows:

NEF Funding –
Fees from parents –

During 2019/2020 our main expenditures were as follows:

Wages –
Rent –
Equipment -

Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laura Cockroft	Tony Neary
Position (eg Secretary, Chair, etc)	Chairperson	Treasurer
Date		



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

Oxenhope Under Fives

On accounts for the year
ended

Aug 2019 to July 2020

Charity no
(if any)

Set out on pages

one

Responsibilities and
basis of report

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

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:

8/6/2022

Name:

MARK IREDALE - Bronte bookkeeping Ltd

Relevant professional
qualification(s) or body

Qualified by experience supervised by AMRC
Member No XYML00000128503

(if any):

Address:

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.

Oxenhope Preschool - 1044244
Receipts and Payments Account
Year Ending 31 July 2020

Account	Opening Balances	Closing Balances	Differences	
Current	£33,283.51	£45,955.07	£12,671.56	
Savings	£3,300.87	£3,309.16	£8.29	
Reserve	£41,549.24	£41,616.45	£67.21	
Cash in Hand	£280.68	£85.33	(£195.35)	
	£78,414.30	£90,966.01	£12,551.71	2020

Reciepts	2020	Payments	2020
Fees(parent/carer)	£10,276.53	Salaries	£63,299.99
Fees (vouchers)	£0.00	Rent	£2,144.00
Fees (NEF)	£65,432.00	Equipment	£1,403.24
Fundraising/Donations	£3,670.50	Consumables	£1,286.74
Grants & Other	£4,984.44	Food & Drink	£255.78
Bank interesrest	£75.50	Office Cost	£3,798.74
		Other	£1,366.40
		Surplus for year	£12,551.71
	£84,438.97		£86,106.60

Fundraising		Surplus brought forward	£78,414.30
Spooky Disco	£0.00	Surplus for year	£12,551.71
Xmas fair	£950.95	Surplus carried forward	£90,966.01
Easter Disco	£0.00	Cash in current account	£45,955.07
Bunny Hop	£0.00	Cash in savings account	£3,309.16
Snack Donations	£310.89	Cash in reserve account	£41,616.45
90's Noght	£0.00	Cash in hand	£85.33
Uniform	£234.00		
Other	£2,174.66		
	£3,670.50		£90,966.01

Grants & Other	
Univeristy Money	£0.00
Co-op	£0.00
Payroll Refund	£0.00
Job Retention	£4,984.44
	£4,984.44



CHARITY COMMISSION
FOR ENGLAND AND WALES

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