



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 08	Year 2020		Day 31	Month 07	Year 2021

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	Tamsin Foxon	Secretary		
4				
5				
6				
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 2020 -2021 we employed six employees who were all from the local area.

Additional details of objectives and activities (Optional information)

We had no volunteers during the 2020 – 2021 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 welcomed the children and their families back to pre-school after a prolonged closure due to COVID. In September we employed a new early years practitioner, Chloe who was to cover for Hannah's maternity leave. The Deputy Manager went on Early Years Safeguarding Lead training to ensure the safety and well-being of all children in our care. A parent very kindly donated some resources for the outdoor area including a bird box, picnic bench and mud kitchen. We began organising our Christmas Raffle which was very well supported by parents and businesses, and we got 30 prizes to raffle.

Spring –

We celebrated lots of different celebrations at pre-school such as Chinese New Year. Unfortunately, we had some vandalism in our outdoor area which meant we had to replace some resources. We reported this to the police and the community were very supportive. We had a long waiting list, particularly for two year olds and closed our admissions until September 2022. The children enjoyed celebrating Earth Day 2021 and went out litter picking in the community. We also took part in the Green Tree Schools Award with the Woodland Trust.

Summer –

We began to recruit for a temporary Early Years practitioner to cover Beth's maternity leave. We advertised our September 2021 places with a virtual tour video on our website and social media sites. Numbers of children looked very good for September 2022. We ended the year with a very exciting Seaside day where we had donkeys, swimming and an ice cream van! The children loved this. The Deputy Manager handed in her notice and left in July 2021.

Main Fundraising Events –

Christmas Raffle - £642

Grants –

Other –

Donations made by various people & businesses –

Parents and carers kindly donated prizes for our Christmas Fair as did some local businesses including M's Custom Clean, Branshaw Golf Club, Headley Venue, Keel ham Farm Shop.

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 2020/2021 were as follows:

NEF Funding –
Fees from parents –

During 2020/2021 our main expenditures were as follows:

Wages –
Rent –
Equipment -

Section F**Other optional information****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 2020 to July 2021

Charity no
(if any)

Set out on pages

ONE

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'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:

8/6/2022

Name:

MARK IREDALE - Bronte Bookkeeping Ltd.

Relevant professional
qualification(s) or body

*Qualified by experience supervised by HMRC
Member N° XYMH00000128503*

(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 2021

Account	Opening Balances	Closing Balances	Differences	
Current	£45,955.07	£44,790.00	(£1,165.07)	
Savings	£3,309.16	£3,311.25	£2.09	
Reserve	£41,616.45	£45,125.50	£3,509.05	
Cash in Hand	£85.33	£0.00	(£85.33)	
	£90,966.01	£93,226.75	£2,260.74	2021

Reciepts	2021
Fees(parent/carers)	£14,673.50
Fees (vouchers)	£0.00
Fees (NEF)	£77,529.69
Fundraising/Donations	£3,638.15
Grants & Other	£1,289.52
Bank interesrest	£11.14

£97,142.00

Payments	2021
Salaries/Ni/Tax	£85,576.75
Rent	£1,988.00
Equipment	£3,784.87
Consumables	£65.00
Food & Drink	£1,465.71
Office Cost	£5,078.73
Other	£800.50
Surplus for year	£2,260.74
Adj	£0.00

£101,020.30

Fundraising	
Spooky Disco	£0.00
Xmas fair	£115.00
Easter Disco	£0.00
Bunny Hop	£0.00
Snack Donations	£1,205.69
Interest	£0.00
Uniform	£43.96
Other	£2,273.50

£3,638.15

Surplus brought forward	£90,966.01
Surplus for year	£2,260.74
Surplus carried forward	£93,226.75
Cash in current account	£44,790.00
Cash in savings account	£3,311.25
Cash in reserve account	£45,125.50
Cash in hand	£0.00

£93,226.75

Grants & Other	
Univeristy Money	£0.00
Co-op	£0.00
Payroll Refund	£0.00
Job Retention	£1,289.52

£1,289.52



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 2020 to July 2021

Charity no
(if any)

Set out on pages

ONE

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'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:

8/6/2022

Name:

MARK IREDALE - Bronte Bookkeeping Ltd.

Relevant professional
qualification(s) or body

*Qualified by experience supervised by HMRC
Member N° XYMH00000128503*

(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 2021

Account	Opening Balances	Closing Balances	Differences	
Current	£45,955.07	£44,790.00	(£1,165.07)	
Savings	£3,309.16	£3,311.25	£2.09	
Reserve	£41,616.45	£45,125.50	£3,509.05	
Cash in Hand	£85.33	£0.00	(£85.33)	
	£90,966.01	£93,226.75	£2,260.74	2021

Reciepts	2021
Fees(parent/carer)	£14,673.50
Fees (vouchers)	£0.00
Fees (NEF)	£77,529.69
Fundraising/Donations	£3,638.15
Grants & Other	£1,289.52
Bank interesrest	£11.14

£97,142.00

Payments	2021
Salaries/Ni/Tax	£85,576.75
Rent	£1,988.00
Equipment	£3,784.87
Consumables	£65.00
Food & Drink	£1,465.71
Office Cost	£5,078.73
Other	£800.50
Surplus for year	£2,260.74
Adj	£0.00

£101,020.30

Fundraising	
Spooky Disco	£0.00
Xmas fair	£115.00
Easter Disco	£0.00
Bunny Hop	£0.00
Snack Donations	£1,205.69
Interest	£0.00
Uniform	£43.96
Other	£2,273.50

£3,638.15

Surplus brought forward	£90,966.01
Surplus for year	£2,260.74
Surplus carried forward	£93,226.75
Cash in current account	£44,790.00
Cash in savings account	£3,311.25
Cash in reserve account	£45,125.50
Cash in hand	£0.00

£93,226.75

Grants & Other	
Univeristy Money	£0.00
Co-op	£0.00
Payroll Refund	£0.00
Job Retention	£1,289.52

£1,289.52