



Trustees' Annual Report for the period

From

Period start date

Day
01Month
08Year
2021**To**

Period end date

Day
31Month
07Year
2022**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	Grace Grayston	Chairperson		
2	Tony Neary	Treasurer		
3	Emily Hunter	Secretary		
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20				

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

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Sophie Linley – Oxenhope Under Fives Manager



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)	<p>Trustees are appointed or reappointed annually at the Annual General Meeting (AGM) usually held in October or November time.</p> <p>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.</p> <p>Parents wishing to join the committee between AGM’s may approach current members and offer their services.</p>

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.

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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 2021 -2022 we employed five employees who were all from the local area.

Additional details of objectives and activities (Optional information)

Emily joined us in - and became one of our volunteers before becoming a full time staff member.

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

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



Summary of the main achievements of the charity during the year

Autumn –

Claire left as the manager and Jess temporarily took over. We welcomed in our new children who have settled in wonderfully . During this term we learnt about managing our feelings and also people who help us. We invited a local policeman in to talk about the job and also road safety. Towards the end of the year we organised our nativity. This was the first time parents were allowed back into the setting and everyone enjoyed this experience. Fundraising we saw the christmas raffle raise a whopping £500. During this term we spent a substantial amount of money on new resources and furniture.

Spring –

The preschool saw a few changes to staffing firstly with me ,In January I took over as manager. I worked alongside jess who was the previous deputy manager. I began to shadow for around 6 months before she left to become an ofsted inspector. During my first few weeks I trained as the Safeguarding lead to ensure the safety and wellbeing of all our children, I also attended my first aid training with children and adults.

Sanya Who was the deputy manager, left in February and we appointed Charlotte as the new deputy manager. During this term we had some wonderful topics. Some of these exciting teachable moments included growing some vegetables and flowers for our outdoor area. The children loved seeing all their hard work grow.

We did quite a lot of fundraising in spring this includes:

Valentines raffle - £56.00

Easter raffle - £186

Bunny hop - £570

We used this money to go towards outside companies who provide extra curricular activities that were spread out throughout the year.

Summer –

Emily Joined our team as a volunteer in the summer. Numbers increased dramatically during this term as we have as many new starters as we can for when our leavers leave in july. Charlotte completed her deputy safeguarding lead early summer. Using some of our fundraising money we were able to subsidise the end of year school trip to PBS which went successfully and All children and parents had a great time. We also welcomed mini boffins to our setting who fully immersed all the children into the wonderful world of science. We used our fundraising money to pay for the wonderful experience.

We finished the year with our first leavers presentation since covid it was a wonderful opportunity for the parents to experience.

Main Fundraising Events –

As above our fundraising events.

Bunny Hop

Easter Raffle

Valentines raffle

Christmas raffle

Grants – N/A

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, Mcvities factory and local hair salons.

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 2021/2022 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

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

Signed on behalf of the charity's trustees

Signature(s) _____

Full name(s)

Grace Grayston	Tony Neary
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Position (eg Secretary, Chair, etc)

Chairperson	Treasurer
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Date _____

Oxenhope Preschool-1044577
Reciepts and Payments Account
Year Ending 31st July 2022

<u>Account</u>	<u>Open Balances</u>	<u>Closing Balances</u>	<u>Differences</u>
Current	£44,790.00	£15,710.42	(£29,079.58)
Savings	£3,311.25	£1,608.16	(£1,703.09)
Reserve	£45,125.50	£40,220.67	(£4,904.83)
	£93,226.75	£57,539.25	(£35,687.50)

<u>Reciepts</u>	<u>2022</u>	<u>Payments</u>	<u>2022</u>
Fees (Parent/carer)	£15,587.00	Salaries/NI/Tax	£88,129.50
Fees (vouchers)		Rent	£18,558.00
Fees (NEF)	£66,855.00	Equipment	£2,183.00
Fundraising/Donations	£2,378.00	Consumables	£3,224.00
Grants & Other		Food & Drink	£1,093.00
Bank Interest	£5.00	Office Costs	£6,975.00
		Other	£350.00
Defercit for Year	£35,687.50	Surplus for Year	£0.00
	£120,512.50		£120,512.50

<u>Fundraising</u>			
Spooky Disc		Surplus Brought Forward	£93,226.75
Xmass fair		Surplus /(Defercit) for year	(£35,687.50)
Easter Disco		Surplus Carried Forward	£57,539.25
Bunny Hop	£583.17	Cash in Current account	£15,710.42
Snack Donations	£912.00	Cash in Savings account	£1,608.16
Interest		Cash in reserve account	£40,220.67
Uniforms			
Other	£882.83		
	£2,378.00		£57,539.25

<u>Grants & Other</u>	
Job Retention	£0.00
	£0.00



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Oxenhope Preschool

On accounts for the year
ended

31st July 2022

Charity no
(if any) 1044577

Set out on pages

3 pages

(remember to include the page numbers of additional sheets)

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 **31/07/2022**.

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: 09/02/2023

Name:

Mark Iredale

Relevant professional
qualification(s) or body

Qualified by experience under the supervision of HMRC AML
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