



**TRUSTEES ANNUAL REPORT FOR THE PERIOD**  
**FROM 1<sup>ST</sup> SEPTEMBER 2020**                      **TO 31<sup>ST</sup> AUGUST 2021**

<b><u>Section A</u></b>	<b><u>Reference and administration details</u></b>
Charity Name	<b>MARCHAM PRE-SCHOOL PLAYGROUP</b>
Registered Charity Number	<b>062332</b>
Charity's principal address	<b>Macham C of E Primary School, Morland Road, Marcham, OX13 6PY</b>
Names of the charity trustees who manage the charity	
Trustee 1	<b>Miss Carina Phillip 9 Greenwood Grove Marcham Oxfordshire OX13 6FR</b>
Trustee 2	<b>Mrs Rachel Given 7 Greenwood Grove Marcham Oxfordshire OX13 6FR</b>
Trustee 3	<b>Dr Darren Hale 1 The Gap Marcham Oxfordshire OX13 6NJ</b>
Name of Senior Staff Member	<b>Mrs Nicky Sanford</b>

<b><u>Section B</u></b>	<b><u>Structure, Governance and management</u></b>
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**Description of the Charity's status**

Type of Governing document	Constitution adopted at AGM October 2021
How the charity is constituted	Management Committee and Parent members
Trustee selection methods	Annually at AGM

### **Additional Governance issues**

The Policy and Procedure Document is reviewed annually at the AGM when it is amended and adopted if necessary.

There is a Child Protection Policy in place and Disclosure and Barring Service Checks are carried out prior to commencement of employment and prior to becoming a member of the Management Committee and Trustees.

The Pre-school is OFSTED registered and therefore is inspected to ensure all Policies and Procedures are carried out. The Pre-school also have a partnership with the Foundation Stage of Marcham Primary School and sometimes jointly fundraise using the proceeds to benefit both the Pre-school and Primary School children.

### **Section C**

### **Objectives and activities**

To follow the Early Years Foundation Stage curriculum. We support the children's independent learning and help lay foundations for successful learning in all areas of development.

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- 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.
- c) Instigating and adhering to and furthering the aims and objectives of the Early Years Alliance.

### **Additional objectives and activities.**

A great contribution is made by volunteers. Our management Committee is made up purely by parents volunteering to become members of the committee. The Officers of the Management committee and Trustees are also volunteers.

All fund-raising activities are carried out by the Management Committee who encourage parents of all children to join in.

Any surplus funds which are not required for activities or equipment are placed into a Deposit Account to earn interest for the future unforeseen needs of the pre-school.



## **Section D**

### **Summary of the main achievements of the charity during the year.**

Training continues to be a priority and we continue to support all the staff with their continued professional development. We have 5 members of staff and training has continued with a large commitment to professional development in relation to SEND. All staff hold a food safety certificate and first aid training as well as safeguarding training. In-house training continues regularly ensuring the children's well-being and safety and providing the best possible learning outcomes.

The setting continues to support children with special educational needs and developmental delay. We have seen an increase in the number of children displaying difficulties and have developed our knowledge, training and support networks in order to support their needs. We have seen a larger number of families requiring Early Help and support in a variety of situations, including financial difficulties, housing, employment and parenting help. The Early Years Teacher and staff have developed a large network of support and made this available to families as necessary.

The setting has been involved in a government funded research project to develop maths learning and teaching within Early Years curriculum in the setting and to enhance parental involvement.

We continue to explore cultural diversity with the children and develop British Values as specified within the Early Years Foundation Stage Framework, including exploring the community through an increased regularity for trips around the local community.

Additional new housing within the village has seen our numbers continue to grow and we reached capacity over the year with a healthy waiting list.

## **Section E**

### **Financial Review**

At the start of the financial year of September 2020 the bank accounts were looking very healthy and were as follows:-

Current Account	£6,837.29
Reserve Account	£40,012.66
Partnership Account	£1,089.95

We set a budget of £84,000 for income through fees and despite the effects of the national lockdowns in November 2020 and January to March 2021 we managed to have an income of £102,000.46. This was largely due to the fact that even though some parents chose to keep their children away from pre-school during the national lockdowns, we still managed to get the funded income of £69,908.40 from the government. Other fees brought in £28,460.68. We also received income of £2,246.28 in donations, fund raising, and a grant of £1,000 from Tesco. We did not need to utilise any funding from the furlough scheme during the national lockdowns.

The expenditure costs for the year were £98,856.37 which was slightly over the agreed budget of £95,575. The majority of the expenditure costs were for staffing and we were able to maintain the staffing level at 5 members throughout the national lockdowns in 2020-2021. During the national lockdowns, pre-school remained open and we were able to maintain the salaries of all staff due to the income of the pre-school being largely unaffected by the lockdowns. Fees for some children were reduced during the national lockdowns when parents chose to keep their children at home, however, the immense generosity of some parents meant that the full fees were paid with the additional amounts as a donation to pre-school.

Staffing costs did increase throughout the year due to pay rises and adjustments to the minimum wage but this was all covered by the income to the pre-school. The pension costs also increased due to the statutory commitments that we have for the pensions and with the increase staff wages.



We had planned in 2019 to use a large portion of the reserve account money to update the classrooms but this was put on-hold to ensure that the reserve account was available to support any impact of the national lockdowns. Whilst this remained true in 2020, some funds were spent on updating the outside area to remove the sandpit which could not be used due to COVID-19. This ensured that the children were able to use the sandpit space for alternative activities.

The closing amounts for the financial year September 2020 – August 2021 was:

Current Account: £ 3,383.53  
Reserve Account: £47,002.48  
Partnership Account: £ 1,039.95

#### **Financial Year Sept 2021 – Aug 2022**

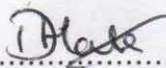
With the uncertainty surrounding COVID-19 still in place, we have decided to apply a conservative income budget for 2021. Pupil numbers are slightly less than 2020 which will reduce the government funding along with additional fees. Whilst this is likely to resolve itself, we have decided that the income budget for the next financial year will need to be lowered for the time being. We have set this as £85,000 but are anticipating that as long as the preschool is able to stay open and will not be limited to the number of children who can attend the setting that this is a conservative amount and it should be quite a bit more. We still have an expenditure set of around £96,000 (£80,500 of this being staff costs) and so working on these figures we will have a deficit of £11,000 and so will need to keep the costs down as much as possible if the worst should happen and would need to use the money in the reserve account. It will also be a difficult time for fundraising but it would be good to think of some things we could do to raise money during these difficult times.

#### **Section G**

#### **Declaration**

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

Signed on behalf of the charity's trustees.

Signature ..... 

Full Name ..... DARREN HALE

Position ..... TREASURER

Date ..... 7/4/25

**Marcham Pre-School Play Group - Charity No. 1062332**

## NET INCOME STATEMENT FOR THE PERIOD

01-Sep-2020 TO

**31-Aug-2021**

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EXPENDITURE		
	This Year	Last Year
Salaries	70,613.92	75,701.58
PAYE / NIC	8,866.64	1,788.57
Pension	2,003.03	6,317.07
Premises	2,258.16	1,811.00
Phone, Waste, Utilities	491.07	350.93
Water	180.65	262.95
Insurance	807.61	754.73
Photocopying, Stationary, Print	670.23	385.67
Resources, Equipment, Materia	5,003.33	1,939.83
Consumables	974.76	1,243.89
Grant	1,741.04	0.00
Training	301.32	1,197.81
Subscriptions	2,002.88	524.52
Uniform	344.93	745.74
Gifts	625.21	304.87
Trip / Zoological / Yoga		250.20
EYPP (Early Years Pupil Premiur		80.40
Misc	448.00	158.35
Petty Cash		622.75
	<b>97,332.78</b>	<b>94,440.86</b>

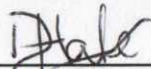
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# Marcham Pre-School Play Group - Charity No. 1062332

## ASSET & LIABILITIES STATEMENT FOR THE PERIOD ENDING 31-Aug-2021

	31-Aug-21	31-Aug-20
<b>FIXED ASSETS</b>		
Tangible Assets	£4,425.57	£1,925.65
<b>CURRENT ASSETS</b>		
Bank A/C's		
70138827 - Community Account	£3,383.53	£7,270.23
90743143 - Reserve Account	£47,002.48	£40,012.66
503341649 - Partnership Account	£1,039.95	£1,089.95
	<u>£51,425.96</u>	<u>£48,372.84</u>
Cash	£28.88	£274.33
Debtors / Unbanked Income	£0.00	£0.00
	<u>£51,454.84</u>	<u>£48,647.17</u>
<b>CURRENT LIABILITIES</b>		
Creditors / Uncashed Cheques	-£731.30	£0.00
	<u>£52,186.14</u>	<u>£48,647.17</u>
<b>NET CURRENT ASSETS</b>	<u>£52,186.14</u>	<u>£48,647.17</u>
<b>TOTAL NET ASSETS</b>	<u>£56,611.71</u>	<u>£50,572.82</u>
<b>FINANCED BY THE FOLLOWING FUNDS</b>		
Brought Forward Surpluses	£50,572.82	£51,697.12
Current Year Surplus / Deficit	£6,038.89	-£1,124.30
<b>TOTAL PTA FUNDS</b>	<u>£56,611.71</u>	<u>£50,572.82</u>

  
Darren Hale (Treasurer)

  
Louisa Webb BSc(Hons) BFP FCA (Independent Examiner)  
Signed in accordance with the general directions given by  
the Charity Commission

Independent Examiner's Report  
to the Trustees of Marcham Pre-School Play Group  
Charity Number - 1062332

I report to the trustees on my examination of the accounts of the charity ("the Trust") for the year ended 31<sup>st</sup> August 2021.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the Charity's Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed instead. The charity's gross income exceeded £25,000, and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England And Wales.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in my statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 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 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.



Louisa E J Webb BSc (Hons) BFP FCA  
Drive Accountancy  
31<sup>st</sup> March 2025