

TRUSTEE'S ANNUAL REPORT 2020-2021

Little Oaks Pre School 1st September 2020 to 31st August 2021 Little Oaks Pre School (Registered Charity No 1066952) is a body in membership of the Early Years Alliance, whose aim is to enhance the development and education of children under statutory school age. This is achieved by offering a community based appropriate play facility through which we instigate and adhere to the aims of the Early Years Alliance. Little Oaks achieved an 'Outstanding' rating from Ofsted in January 2019 and continues to provide a rich and varied range of activities for the children in our care. Working within the Early Years statutory framework. We encourage parents to fulfil the needs of their children and work closely with them to ensure our children develop the best way they can.

The academic year started well and the numbers attending our setting were good. However, the global covid-19 pandemic was ongoing and caused disruption over the course of the year. This affected both staff and children's attendance, with staff absence being a challenge at times. There was also enhanced cleaning routines implemented, as well as keeping playgroup and pre-school children in separate bubbles until government restrictions eased.

The ongoing pandemic also reduced some of the fundraising committee's ability to organise face to face events. However, they still managed to raise £4,300 with socially distanced events and activities.

There were some staff changes during the 2020-2021 academic year, with the largest one being the change in setting manager. Nikki Lloyd decided to leave Little Oaks to pursue a new career, therefore the voluntary management committee advertised for a new setting manager and conducted interviews with the shortlist of candidates. The committee decided on splitting the setting manager role into two roles, Business Manager was given to Hannah Freeman and Early Years Manager to Naomi Brown.

Throughout the year, committee meetings continued to be held virtually, until the very end of the year, when the final meeting took place outside in the garden area of Little Oaks with social distancing. Some members of the committee have stepped down at the end of the academic year and therefore the new year will start with a new Chairperson for the Voluntary Management Committee alongside a dedicated team to support the staff at Little Oaks made up of new members and more longstanding members.

Stephanie Kane Chairperson 2020-21

Statement of Income & Expenditure - ROLLING 12 MONTHS

Little Oaks Pre-school
For the year ended 31 August 2021

	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	CUMULATIVE FOR THIS SCHOOL YEAR	2020
Income														
NCC Funding	365	14,043	13,992	14,055	14,402	15,222	14,900	12,216	12,220	12,158	12,228	11,743	147,546	135,300
Session Fees - Preschool & Playgroup	122	2,960	6,413	2,587	3,627	2,860	5,513	2,745	3,395	3,576	1,834	254	35,885	24,995
Breakfast Club Fees	132	120	240	100	192	188	288	256	328	308	148	-	2,300	1,204
Lunch Club Fees	809	802	1,355	557	1,397	1,089	1,425	1,376	1,775	1,855	931	-	13,367	6,591
Admission Fees	380	200	60	60	80	80	200	140	80	80	100	40	1,500	920
Late payment fees	3	-	6	-	3	-	3	3	-	6	-	-	24	8
Healthy Snack Contributions	470	450	10	650	-	590	760	-	750	-	-	-	3,680	1,640
Healthy snack contributions not paid	-	(7)	(10)	(20)	(40)	(43)	(50)	(80)	-	(30)	(213)	-	(492)	(156)
Fundraising Income	48	412	716	841	6	27	58	427	214	35	479	82	3,345	6,130
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	12
Gift aid recovered	599	-	-	-	-	-	-	-	-	-	-	-	599	958
Donations	636	200	-	-	-	-	-	-	-	-	-	413	1,249	900
Grant income	-	-	-	-	-	-	-	-	-	-	-	-	-	5,276
Interest Income	5	5	4	2	2	2	2	2	2	2	2	2	31	250
Total Income	3,569	19,184	22,787	18,832	19,669	20,015	23,098	17,084	18,763	17,990	15,509	12,534	209,033	184,029
Direct Expenses														
DBS Fees	39	381	123	13	-	71	-	-	-	58	13	58	756	794
ESPO Spend	178	473	164	165	196	195	154	74	289	144	135	-	2,167	1,568
Equipment & Toys	150	12	20	12	147	17	55	119	60	39	42	-	674	479
Purchases from Fundraising	391	1,425	239	543	1,252	207	182	135	290	585	548	-	5,798	3,373
Healthy Snacks	94	101	130	91	120	68	162	103	97	112	86	-	1,163	816
Movements to Crisis Reserve	517	-	-	-	-	-	-	-	-	-	-	(517)	-	-
Total Direct Expenses	1,370	2,393	675	825	1,716	558	553	431	736	938	824	(459)	10,559	7,030
Net after Direct Expenses	2,199	16,791	22,112	18,007	17,953	19,456	22,545	16,654	18,027	17,052	14,685	12,993	198,475	176,998
Other running costs														
Salaries	11,759	12,588	13,131	13,811	13,228	13,140	13,128	13,473	13,665	12,938	13,824	13,096	157,781	153,420
Employee & Employer Tax Costs	467	636	700	724	1,220	1,353	1,463	1,377	1,012	932	1,037	1,005	11,926	8,982
Audit & Accountancy fees	111	303	111	111	111	111	111	111	111	111	111	111	1,520	1,794
Bank Fees	24	42	54	41	37	33	67	35	45	54	35	7	473	254
Cleaning	-	16	-	-	-	-	-	-	45	-	-	-	61	570
Entertainment - 0%	-	-	12	100	-	51	-	-	-	-	30	-	193	-
Entertainment-100% business	-	-	-	-	-	-	-	-	-	-	270	-	270	278
General Expenses	484	-	-	-	-	-	-	-	-	-	-	(154)	329	(376)
Groceries / Kitchen	95	80	129	61	75	81	100	68	102	113	30	7	941	655
Insurance	-	-	-	-	-	-	-	1,087	-	-	-	-	1,087	1,086
IT Software and Consumables	-	75	-	-	50	-	200	-	-	-	-	-	325	103
Light, Power, Heating	72	110	144	158	247	288	150	152	139	98	150	94	1,802	1,509
Pensions Costs	403	425	445	451	523	497	508	447	446	458	529	554	5,686	5,068

	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	CUMULATIVE FOR THIS SCHOOL YEAR	2020
Postage, Freight & Courier	-	4	-	-	-	-	-	-	-	4	-	-	7	22
Printing & Stationery	192	(5)	-	175	-	91	53	-	-	173	12	-	691	711
Professional Fees	-	-	360	-	50	35	-	-	-	-	-	-	445	399
Rates	54	54	54	54	36	36	36	36	36	526	36	36	994	636
Repairs & Maintenance	463	295	30	-	596	7	31	-	-	16	5,215	10	6,663	1,751
SEN Spend	-	-	-	-	-	-	-	-	-	-	-	-	-	36
Staff Training	55	-	209	(60)	18	-	-	24	180	-	-	150	576	70
Staff uniform	-	23	-	-	-	65	-	-	-	-	-	-	87	506
Subscriptions	35	-	138	-	-	84	54	-	-	-	-	-	311	331
Telephone & Internet	47	41	41	41	41	41	41	41	42	41	41	44	500	567
Travel - National	-	-	-	6	-	-	-	-	-	-	-	-	6	76
Write-off's	-	-	-	-	-	-	-	-	-	-	-	-	-	(19)
Total Other running costs	14,260	14,685	15,558	15,672	16,231	15,912	15,941	16,851	15,824	15,463	21,320	14,959	192,675	178,427
Net Surplus/Deficit	(12,061)	2,107	6,554	2,336	1,721	3,544	6,604	(197)	2,204	1,589	(6,635)	(1,967)	5,800	(1,429)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Little Oaks Pre-School

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1066952

Set out on pages

1

(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 **31 08 2021**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

25 October 2021

Name:

Anita Brook

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

1 Market Place

Brackley

NN13 7AB

RECEIPTS AND PAYMENTS FOR THE YEAR TO 31ST AUGUST 2021

RECEIPTS	
	£
Playgroup & Pre-School Fees	35,885.00
Child Minding	147,546.00
Breakfast Club	2,300.00
Lunch Club	13,367.00
Admission Fees	1,500.00
Fundraising	3,345.00
Bank Interest	31.00
Healthy Snacks	3,187.00
Gift Aid	599.00
Late Payment fees	24.00
Donations	1,249.00
TOTAL	209,033.00

PAYMENTS	
	£
Salaries	157,781.00
HMRC	11,926.00
Pension costs	5,686.00
Travel Expenses	6.00
Equipment & Toys	674.00
General expenses	329.00
Purchases Using Fundraising Money	5,798.00
Groceries/Kitchen	941.00
Healthy Snacks	1,164.00
Espo	2,167.00
Stationery and Postage	698.00
DBS Fees	756.00
Cleaning	61.00
Grounds and Maintenance	6,663.00
Advertising	-
Entertainment/Gifts	463.00
Uniform	87.00
Professional Fees	1,965.00
IT Support	325.00
Bank Charges	473.00
Telephone	500.00
Utilities	1,802.00
Insurance	1,087.00
Staff Training	576.00
Rent & Rates	994.00
SEN Spend	-
Subscriptions	311.00
TOTAL	203,233.00

Surplus of Receipts over Payments **5,800.00**

Balances @ 01/09/20

Lloyds Business Account	13,054.85
Lloyds Business Bank Instant Online Account	40,762.35
Lloyds Business Bank Instant Account (Fundraising)	50,463.94
Petty Cash Account	51.87
Healthy Snacks Account	657.37
Fund Raising Account	6,118.48
	111,108.90

111,108.90

Balances @ 31/08/21

Lloyds Business Account *258	14,623.28
Lloyds Business Bank Instant Online *0160	45,053.25
Lloyds Deposit account	50,490.37
Petty Cash Account	36.77
Healthy Snacks Account	848.42
Fund Raising Account	5,856.81

116,908.90

Capital and Reserves

Crisis Reserves	49,383.20
Current Year Earnings	1,428.78
Retained Surpluses (Prior Year)	63,154.48

Total Capital and Reserves **111,108.90**

49,383.20
5,800.00
61,725.70

116,908.90

Only complete if the examiner needs to highlight 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.