

# **Oakwood Community Playgroup**

## **Annual Report and Accounts**

**For the year ended 31 August 2021**

**Charity Number: 1067670**

**Oakwood Community Playgroup**  
**Annual Report and Accounts**  
**For the year ended 31 August 2021**

**Contents**

Reference and Administrative Information.....	1
Trustees' Report.....	2
Independent Examiner's Report .....	4
Statement of Financial Activities.....	5
Balance Sheet.....	6
Notes to the Financial Statements.....	7

# **Oakwood Community Playgroup**

## **Reference and Administrative Information**

### **Charity Name**

Oakwood Community Playgroup

(The childcare services provided by the charity are best reflected by the description of 'pre-school' rather than 'playgroup.' In the descriptive text of the report the two terms are used inter-changeably.)

### **Charity Number**

1067670

### **Trustees**

Jane Jones (Joint Chair)  
Janice Botwright (Joint Chair)  
Phil Wilbraham (Treasurer)  
Ben Hine (Secretary)  
Amy Bianchi  
Abby Smith  
Jo Fieldhouse  
Tiffany Woodward  
Caroline Symes

### **Principal Office**

St Johns Road  
Hartley Wintney  
Hook  
Hampshire  
RG27 8DW

### **Independent Examiner**

Kay Linnell  
Kay Linnell & Co Limited  
Brick Kiln Cottage  
The Avenue  
Herriard  
Hampshire  
RG25 2PR

# Oakwood Community Playgroup

## Trustees' Report

The trustees present their annual report on the affairs of the charity together with the financial statements for the year ended 31 August 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, applicable law and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102).

### Objectives and Activities

Oakwood Community Preschool provides all children and families within our community access to high quality care and education at an affordable cost. The charity works for the public benefit having as its objective the development and education of children and young people in particular by:

- (1) Promoting their care and safety;
- (2) Promoting their education and promoting parental involvement;
- (3) Promoting their health and well-being;
- (4) Providing services to support them and their families and carers; and
- (5) Furthering the aims of the Pre-school Learning Alliance.

We aim to enhance the development and education of children aged 2 years to statutory school age, in a parent involving, community based group. We believe that children thrive when they are in a welcoming, stimulating environment where they have the freedom to make positive choices and learn through active play, both indoors and outside.

Children are helped to develop habits that are important for a happy and healthy lifestyle, playing outdoors in all weathers - equipped with wellington boots or sun cream. We enjoy healthy snacks, fruit and milk daily. We provide hot lunches at an extra cost. Social and emotional development is key to a child's confidence and happiness and we help children to understand their own feelings and those of others.

We help them begin to understand the rules of sharing and taking turns and encourage them to 'have a go' and experience new things whilst developing their own ideas.

### Structure, Governance and Management

Oakwood Community Playgroup was first established as a registered charity in 1998. It has formulated strong and long-standing links within the community. The structure of the charity is a Charitable Unincorporated Organisation.

The committee structure has two joint Chairs, Treasurer, Secretary and six other members who have all been appointed by the Trustees. The committee consists of parents and community members. The management structure of the actual pre-school consists of a Manager, a Deputy and eight staff members, incorporating the role of SENCO (Special Educational Needs and Disability Co-Ordinator), plus two part time Administrative Assistants.

We are a member of the Pre-School Learning Alliance and our constitution is approved by this organisation.

### Achievements and Performance

The committee continues to work collaboratively with the manager and her team to build a thriving and financially viable organisation. There have been regular committee meetings which have underpinned the improvements of the past year. Management has continued to strengthen. Regular meetings between the Chairs and the Manager provide support and ensure consistency. In February 2020 the Preschool underwent an Ofsted inspection and was judged Good in all areas. As with all inspections the pre-school has been provided with areas of improvement, all of which have been incorporated into our development plan and we continue to use these as a focus for improvement.

Due to Covid 19 the past year has been a difficult one, but the Preschool has successfully managed to stay open during the pandemic and keep staff and children safe. A new fundraising committee has been established which is proving very successful and will in the future ensure more money can be spent on resources for the benefit of all children. Staff have undergone training on the new EYFS and have incorporated this training into their planning and assessment procedures. A questionnaire has been sent out this year by the committee

# Oakwood Community Playgroup

in order to gain feedback from parents. The results from this survey were discussed during our committee meetings and will be incorporated into the future development of the group and it was agreed that this would become an annual event. Liaison with Oakwood Infant School continues with visits from their SEND co-ordinator. Now that restrictions from Covid-19 are easing the children will once again be able to go out on visits into the community and it is hoped that normality can be resumed and the pre-school will go from strength to strength. As the setting is a purpose-built building, with sole occupancy it enables staff to prepare each of the rooms after school for the following morning. Tapestry (an online interactive observation and assessment tool) has become an intrinsic part of school life. New equipment has been ordered to further enhance the outside area. Our Administrative Assistants continue to take on more responsibilities, allowing the Manager more time to spend with the children and staff.

All staff have undertaken First Aid courses and are accredited. Training continues to be a priority and it is hoped to build on this expertise and encourage staff to undertake further professional development in the coming year. The manager continues to work closely with outside agencies to ensure the well-being of all children, but particularly those on the SEND register and those with Safeguarding issues.

## Financial Review

Our Treasurer has continued to use and improve the systems to manage the finances for the setting. The successful management of finances during the year has meant that considerable investment has been able to take place in terms of fixtures and fittings, but also to enable the increase in staff numbers. The financial position at the end of the year has meant that the setting has maintained continuity in staffing by taking all staff members into the new school year. We have also employed part-time Administrative Assistants to ensure the smooth running of our pre-school office.

## Public Benefit Statement

The Trustees hereby state, that they have complied with their duty to have due regard to the guidance on public benefit, published by the commission, in exercising their powers and duties.

## Trustees Responsibilities

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Make sound judgements and estimates that are reasonable and prudent;
- (c) state whether appointed accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- (d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Approved by the Trustees and signed on their behalf by:

**Janice Botwright** (Joint Chair)

Date: November 2021

**Jane Jones** (Joint Chair)

Date: November 2021

# Oakwood Community Playgroup

## Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 5 to 9.

### Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- State whether particular matters have come to my attention.

### Basis of the Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the 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 the statement below.

### Independent Examiner's Statement

In connection with my examination, no material matters have 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 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 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.

Kay Linnell FCA  
Kay Linnell & Co Limited  
Brick Kiln Cottage  
The Avenue  
Herriard  
Hampshire  
RG25 2PR



Date: November 2021

# Oakwood Community Playgroup

## Statement of Financial Activities For the year ended 31 August 2021

		<b>Total Funds (Unrestricted)</b>	<b>Total Funds (Unrestricted)</b>
	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Income</b>			
Charitable Activities		<b>160,096</b>	145,736
Bank Interest Received		<b>5</b>	20
<b>Total Income</b>		<b>160,101</b>	145,756
<b>Expenditure</b>			
Charitable Activities:			
<i>Playgroup Staff Costs</i>	4	<b>110,539</b>	108,051
<i>Premises Costs</i>	5	<b>25,761</b>	32,304
<i>Activities, Toys and Catering</i>	6	<b>11,236</b>	9,571
<i>Governance Costs</i>	7	<b>2,603</b>	2,147
Raising Funds:			
<i>Advertising</i>		<b>790</b>	300
<b>Total Expenditure</b>		<b>150,929</b>	152,373
<b>Net Income / (Expenditure)</b>		<b>9,172</b>	(6,617)

# Oakwood Community Playgroup

## Balance sheet as at 31 August 2021

	Note	31 August 2021 £	31 August 2020 £
<b>Current Assets</b>			
Bank Current Account		20,474	11,306
Bank Deposit Accounts		60,086	60,082
		<b>80,560</b>	71,388
<b>Net Assets</b>		<b>80,560</b>	71,388
<b>Funds</b>			
Unrestricted Funds: General Fund		70,560	61,388
Unrestricted Funds: Contingency Fund		5,000	5,000
Unrestricted Funds: Exit Costs Fund		5,000	5,000
<b>Total Funds</b>		<b>80,560</b>	71,388

Approved by the Board of Trustees and signed on its behalf by:

**Janice Botwright** (Joint Chair)

Date: November 2021

**Jane Jones** (Joint Chair)

Date: November 2021



# **Oakwood Community Playgroup**

## **Notes to the financial statements**

### **1 Accounting policies**

#### **Basis of accounting**

These financial statements have been prepared under the historical cost convention, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) and with the Charities Act 2011.

The following principal accounting policies have been applied:

#### **Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subject to restrictions on their expenditure as imposed by a donor or grant provider.

#### **Incoming Resources**

All incoming resources are included in the statement of financial activities on a receipts basis.

#### **Resources Expended**

Payroll costs are recognised on an accruals basis. All other expenditure is recognised on a paid basis. Charitable expenditure includes those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

### **2 Trustees Remuneration and Related Party Transactions**

All trustees gave their time voluntarily and received no remuneration nor benefits from the charity.

### **3 Taxation**

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges for the year have arisen in the charity.

# Oakwood Community Playgroup

## Notes to the financial statements (Continued)

### 4 Staff Costs

	<b>Funds 2021 £</b>	<b>Funds 2020 £</b>
Wages and Salaries	109,813	105,889
Staff Training and Recruitment	726	2,162
	<b>110,539</b>	<b>108,051</b>

### 5 Premises Costs

	<b>Funds 2021 £</b>	<b>Funds 2020 £</b>
Rent and Utilities	14,413	21,864
Premises Maintenance	8,865	7,604
IT Costs	1,045	1,584
Insurance	1,437	1,252
	<b>25,761</b>	<b>32,304</b>

### 6 Activities, Toys and Catering

	<b>Funds 2021 £</b>	<b>Funds 2020 £</b>
Activities and Outings	1,298	1,684
Toys and Equipment	3,486	5,622
Catering and Consumables	6,452	2,265
	<b>11,236</b>	<b>9,571</b>

# Oakwood Community Playgroup

## 7 Governance Costs

	<b>Funds 2021 £</b>	<b>Funds 2020 £</b>
<b>Subscriptions and Registrations</b>	<b>396</b>	353
<b>Bank Charges</b>	<b>103</b>	80
<b>Accountancy and Payroll</b>	<b>2,104</b>	1,714
	<b>2,603</b>	2,147

## 8 Charity Funds

	<b>Brought Forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Carried Forward £</b>
<b>Current year:</b>				
<b>Unrestricted Funds</b>	<b>61,388</b>	<b>160,101</b>	<b>(150,929)</b>	<b>70,560</b>
<b>Previous year:</b>				
<b>Unrestricted Funds</b>	<b>68,005</b>	<b>145,756</b>	<b>(152,373)</b>	<b>61,388</b>

The unrestricted funds are available to be spent for any purpose of the Charity.