

Oakwood Community Playgroup

Annual Report and Accounts

For the year ended 31 August 2022

Charity Number: 1067670

CHARITY COMMISSION
FIRST CONTACT

08 JUN 2023

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Oakwood Community Playgroup
Annual Report and Accounts
For the year ended 31 August 2022

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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

Sarah Marais (Joint Chair)
Jo Fieldhouse (Joint Chair)
Phil Wilbraham (Treasurer)
Louise Horwood (Secretary)
Clare Munro
Amy Bianchi
Katie Pike
Abby Smith
Paul Breeding
Kerry Breeding
Tiffany Woodford

Principal Office

St Johns Road
Hartley Wintney
Hook
Hampshire
RG27 8DW

Independent Examiner

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

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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 2022. 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. 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

Throughout the year, the committee and preschool team have continued to work collaboratively to maintain a thriving organisation. Interest in the preschool from local families is high particularly for those with children eligible for funded places. The preschool team are looking into marketing the setting and the availability of non-funded places for 2 year olds.

There have been regular online committee meetings which have underpinned the improvements of the past year including planning and preparing for fundraising events. The Preschool grade of 'Good' in all areas, remains unchanged. Areas of improvement identified within the 2020 inspection, provide the foundations of the preschool development plan. The preschool team have been fundamental in identifying other areas for development and driving this forward as a team.

The fundraising committee has been established and is proving very successful with fundraising efforts being more focussed in raising money for specific equipment that directly benefit the children for example, purchasing a small number of balance bikes and inviting a reptile man in for the children during the year.

Oakwood Community Playgroup

Staff have all embraced changes that have come along with the new EYFS and all are passionate about what they do. We were particularly proud to celebrate Debbie Humphries earlier this year who was awarded the community award 2021-2022 in recognition of her outstanding contribution to the community.

The staff at the preschool are an integral part of making Oakwood Community Preschool a success and we were pleased to give all staff a sizeable pay increase to reflect this as well as ensuring they were being remunerated at market level. Despite many challenges, staff have been able to provide good quality care and education to all children both old and new, this included working effortlessly to ensure children moving up to school had the appropriate Education and Health Care Plans (EHCP) in place which in turn guarantees additional support for children when in school.

Now that there are no restrictions from Covid-19, children have been able to go out on visits into the community and have visitors in the setting, something that the preschool staff are keen to continue. Tapestry (an online interactive observation and assessment tool) continues to be an intrinsic part of preschool life and parents have enjoyed regular posts and updates about their own children and preschool life.

The Administrative Assistants continue to take on more responsibilities, allowing the setting Manager to focus on driving forward the preschool's success and providing support to new members of staff. Training continues to be a priority and 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

Revenue has increased marginally during the year however most costs have also increased. There continues to be strong cost control throughout the setting with any large investment decisions being made in conjunction with parent and committee consultation. The better financial performance has largely been down to lower premises costs this year as a result of higher than average investment the year before. The controls in place plus the strong reserves position helps to provide a secure future for the preschool and also help address the cost of living increase across all costs, most notably energy prices throughout the next few years. 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.

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.

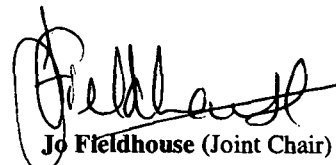
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets 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:



Sarah Marais (Joint Chair)

Date: 31 May 2023



Jo Fieldhouse (Joint Chair)

Date: 31 May 2023

Oakwood Community Playgroup

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 August 2022, 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: 31 May 2023

Kay Linnell
31st May 2023

Oakwood Community Playgroup

Statement of Financial Activities For the year ended 31 August 2022

		Total Funds (Unrestricted)	Total Funds (Unrestricted)
	Note	2022 £	2021 £
Income			
Charitable Activities		163,313	160,096
Bank Interest Received		4	5
Total Income		163,317	160,101
Expenditure			
Charitable Activities:			
<i>Playgroup Staff Costs</i>	4	112,336	110,539
<i>Premises Costs</i>	5	20,866	25,761
<i>Activities, Toys and Catering</i>	6	10,160	11,236
<i>Governance Costs</i>	7	2,479	2,603
Raising Funds:			
<i>Advertising</i>		240	790
Total Expenditure		146,081	150,929
Net Income / (Expenditure)		17,236	9,172

Oakwood Community Playgroup

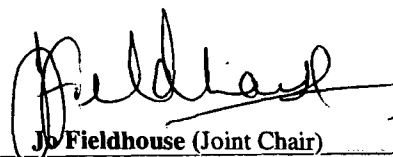
Balance sheet as at 31 August 2022

Note	31 August 2022 £	31 August 2021 £
Current Assets		
Bank Current Account	37,593	20,474
Bank Deposit Accounts	60,093	60,086
Trade Debtors	110	0
	97,796	80,560
Net Assets		
	97,796	80,560
Funds		
Unrestricted Funds: General Fund	87,796	70,560
Unrestricted Funds: Contingency Fund	5,000	5,000
Unrestricted Funds: Exit Costs Fund	5,000	5,000
Total Funds	97,796	80,560

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



Sarah Marais (Joint Chair)



Jo Fieldhouse (Joint Chair)

Date: 31-May-2023

Date: 31 May 2023

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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

	Funds 2022 £	Funds 2021 £
Wages and Salaries	111,934	109,813
Staff Training and Recruitment	402	726
	112,336	110,539

5 Premises Costs

	Funds 2022 £	Funds 2021 £
Rent and Utilities	16,026	14,413
Premises Maintenance	1,662	8,865
IT Costs	1,579	1,045
Insurance	1,599	1,437
	20,866	25,761

6 Activities, Toys and Catering

	Funds 2022 £	Funds 2021 £
Activities and Outings	1,776	1,298
Toys and Equipment	2,693	3,486
Catering and Consumables	5,691	6,452
	10,160	11,236

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7 Governance Costs

	Funds 2022 £	Funds 2021 £
Subscriptions and Registrations	527	396
Bank Charges	104	103
Accountancy and Payroll	1,848	2,104
	<u>2,479</u>	<u>2,603</u>

8 Charity Funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Current year:				
Unrestricted Funds	70,560	163,317	(146,081)	87,796
Previous year:				
Unrestricted Funds	61,388	160,101	(150,929)	70,560

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