

# **Oakwood Community Playgroup**

## **Annual Report and Accounts**

**For the year ended 31 August 2023**

**Charity Number: 1067670**



**Oakwood Community Playgroup**  
**Annual Report and Accounts**  
**For the year ended 31 August 2023**

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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

Jennifer Astovasadourian (Joint Chair)

Lynsey Gilks (Joint Chair)

Louise Horwood (Treasurer)

Laura Pannell (Secretary)

Adele Mayo

Clare Munro

Catherine Randall

Abby Smith

Caroline Symes

Tiffany Woodford

### Senior Pre-School Team

Caroline Symes (Manager)

Debbie Humphries (Deputy Manager)

Tina McLennan (Finance and Admin Officer)

### 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 2023. 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", building resilience and promoting a "growth mindset" of "not yet" as opposed to "can't" when it comes to trying something new or getting stuck with something. We want them to 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 seven 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 five other staff members, incorporating the role of SENDCo (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 Pre-school team have continued to work collaboratively to maintain a thriving organisation. Interest in the Pre-school from local families is high, particularly for those with children eligible for funded places. The Pre-school team and the committee have worked together over the year to continue to ensure the profile of the pre-school remains high within the community, such as with the recent article of the pre-school's activities, highlights and offer written by the Treasurer and Secretary for the local Contact magazine. This has resulted in securing numbers for both Oak and Acorn room. The Acorn room in particular (2 to 3 year-olds) is now reaching capacity.

There have been regular in-person and online committee meetings which have underpinned the improvements of the past year, including planning and preparing for fundraising events. The Pre-school grade of 'Good' in all areas, remains unchanged. Areas of improvement identified within the 2020 inspection, provide the foundations of the Pre-school's Self-Evaluation Plan, which has recently been worked upon by the Pre-school



# Oakwood Community Playgroup

Manager and the Core Committee. The pre-school team have been fundamental in identifying other areas for development and driving this forward as a team.

The fundraising committee was established once again in the Autumn term of 2022 and proved successful with fundraising efforts remaining focused on raising money for specific equipment/ stationery that continues to directly benefit the children in the setting at this time, for example with the 'Helping Hands Tree'. Experiential learning is provided by inviting a reptile man in for the children at the end of the last term of the academic year. The total fundraising from last year is £1,299. The cake sale in November 2022 raised £111.30. The Christmas raffle in December 2022 raised £223.90. The bunny hop and guess the number of eggs in April 2023 raised £840 and the cake sale in May 2023 raised £123.81.

Staff continue to embrace the changes that came about with the new EYFS and all are passionate about what they do. The staff at the Pre-school are an integral part of making Oakwood Community Pre-school a success and as trustees, we are pleased to have given all staff another pay increase on the significant pay increase of the previous year to ensure they are being remunerated at market level.

Children continue to go out into the community and have enjoyed local walks to St John's Church to take part in Christmas festivities and celebrations. Tapestry (an online interactive observation and assessment tool) continues to be an intrinsic part of Pre-school life and parents enjoy regular posts and updates about their own children and Pre-school life. Training continues to be a priority (as part of the pre-school's development plan). One of the latest recruits is shortly to embark upon her Level 3 qualification. The Pre-school 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

There continues to be strong cost control throughout the setting with any large investment decisions being made with both parent and committee consultation. The past year has, however, proved challenging for the pre-school, with outgoings being greater than the incomings. This has resulted in the accounts for the financial year ending at a loss. This outcome is due to a reduction in the level of funds from charitable activities, as a result of fewer children and therefore reduced Government funding, alongside an increase in premise and staff costs, when compared to the previous year. We were very fortunate to have reserves in the bank which has meant that we were able to cover this loss. In order to maintain a secure financial future, it is vital that the pre-school's finances are continually monitored. Actions also need to be put in place to create a stronger profile for the pre-school in the local and surrounding area to encourage a larger intake of children to help the pre-school reach capacity.

## 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.

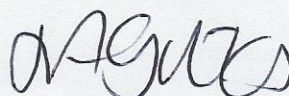
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets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

**Jennifer Astovasadorian** (Joint Chair)  
Date: 14 November 2023



**Lynsey Gilks** (Joint Chair)  
Date: 14 November 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 2023, 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

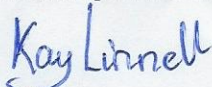
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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: 14 November 2023



# Oakwood Community Playgroup

## Statement of Financial Activities For the year ended 31 August 2023

		Total Funds (Unrestricted)	Total Funds (Unrestricted)
	Note	2023 £	2022 £
<b>Income</b>			
Charitable Activities		145,965	163,313
Bank Interest Received		255	4
<b>Total Income</b>		<b>146,220</b>	<b>163,317</b>
<b>Expenditure</b>			
Charitable Activities:			
<i>Playgroup Staff Costs</i>	4	120,993	112,336
<i>Premises Costs</i>	5	26,429	20,866
<i>Activities, Toys and Catering</i>	6	9,302	10,160
<i>Governance Costs</i>	7	2,035	2,479
Raising Funds:			
<i>Advertising</i>		240	240
<b>Total Expenditure</b>		<b>158,999</b>	<b>146,081</b>
<b>Net Income / (Expenditure)</b>		<b>(12,532)</b>	<b>17,236</b>



# Oakwood Community Playgroup

## Balance sheet as at 31 August 2023

	Note	31 August 2023 £	31 August 2022 £
<b>Current Assets</b>			
Bank Current Account		24,669	37,593
Bank Deposit Accounts		60,348	60,093
Trade Debtors		-	110
		<b>85,017</b>	<b>97,796</b>
<b>Net Assets</b>		<b>85,017</b>	<b>97,796</b>
<b>Funds</b>			
Unrestricted Funds: General Fund		75,017	87,796
Unrestricted Funds: Contingency Fund		5,000	5,000
Unrestricted Funds: Exit Costs Fund		5,000	5,000
<b>Total Funds</b>		<b>85,017</b>	<b>97,796</b>

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

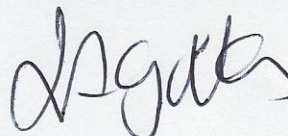
**Jennifer Astovasadourian** (Joint Chair)

Date: 14 November 2023



**Lynsey Gilks** (Joint Chair)

Date: 14 November 2023





# **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.



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## Notes to the financial statements (Continued)

### 4 Staff Costs

	<b>Funds 2023 £</b>	<b>Funds 2022 £</b>
Wages and Salaries	120,860	111,934
Staff Training and Recruitment	133	402
	<b>120,993</b>	<b>112,336</b>

### 5 Premises Costs

	<b>Funds 2023 £</b>	<b>Funds 2022 £</b>
Rent and Utilities	15,635	16,026
Premises Maintenance	6,305	1,662
IT Costs	2,426	1,579
Insurance	2,063	1,599
	<b>26,429</b>	<b>20,866</b>

### 6 Activities, Toys and Catering

	<b>Funds 2023 £</b>	<b>Funds 2022 £</b>
Activities and Outings	2,054	1,776
Toys and Equipment	2,007	2,693
Catering and Consumables	5,241	5,691
	<b>9,302</b>	<b>10,160</b>



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## 7 Governance Costs

	<b>Funds 2023 £</b>	<b>Funds 2022 £</b>
<b>Subscriptions and Registrations</b>	<b>364</b>	<b>527</b>
<b>Bank Charges</b>	<b>106</b>	<b>104</b>
<b>Accountancy and Payroll</b>	<b>1,565</b>	<b>1,848</b>
	<b>2,035</b>	<b>2,479</b>

## 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>87,796</b>	<b>146,220</b>	<b>(158,999)</b>	<b>75,017</b>
<b>Previous year:</b>				
<b>Unrestricted Funds</b>	<b>70,560</b>	<b>163,317</b>	<b>(146,081)</b>	<b>87,796</b>

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