

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

**REPORT OF THE TRUSTEES
and
STATEMENT OF ACCOUNTS**

31 March 2021

Company registration number: 5064277

Charity registration number: 1107592



OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

CONTENTS

Year ended 31 March 2021

	<u>Page</u>
The Charity, its members, board of trustees, staff and professional advisers	3
Trustees' Annual Report	4 - 9
Financial accounts:	
• Independent examiner's report	10
• Balance sheet	11
• Statement of financial activities (incorporating an income and expenditure account)	12
• Statement of cash flows	13
Notes to the financial accounts	14 - 25

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

**THE CHARITY, ITS MEMBERS,
BOARD OF TRUSTEES, STAFF AND PROFESSIONAL ADVISERS**

Year ended 31 March 2021

THE TRUST:

Registered name : Oaktree Family Group Ltd
Legal status : Company limited by guarantee
Registered office : Alver Valley Family Centre
19 Falcon Meadows Way
Gosport
Hampshire PO13 8AA
Company registration no. : 5064277
Registered charity no. : 1107592
Telephone number : 023 9251 2963
Email address : admin@oaktreefamilygroup.org

BOARD OF TRUSTEES

Officers

Chairman: Adrian Parker

Elected members

Adrian Parker	Elaine Tanner	Lesley Blackham
Glynis Hodges	Ian Lycett	Jane King

COMPANY SECRETARY

Nicci Atkinson

MANAGEMENT

Head of Company : Nicci Atkinson
Senior Early Years Manager : Julia Batley
Community Development Officer : Lauren Evans
Dinky Ducks Manager : Lauren Evans and Lauren Kingswell
Magpies Pre-School Manager : Donna Charrington
Senior Company Administrator : Sarah Proctor
Caretaker : Eddie Craik

PROFESSIONAL ADVISERS

Independent examiner: D Clarke ACA, Wood, Hicks & Co Ltd,
Chartered Accountants, Units 1-2 Warrior Court,
9-11 Mumby Road, Gosport, Hampshire, PO12 1BS
Bankers: HSBC, 26 High Street, Gosport, Hampshire, PO12 1DG
Solicitors: Blake Morgan LLP, Harbour Court, Compass Road,
North Harbour, Portsmouth, Hampshire, PO6 4ST

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

The Trustees have pleasure in submitting their annual report and the financial accounts of Oaktree Family Group (the Charity or the Company) as at and for the year ended 31 March 2021.

SECTION 1 – OBJECTIVES AND ACTIVITIES

Objectives

The objectives of the Oaktree Family Group are to work with parents, parents-to-be and young children to:

- advance the early years education, physical well-being and social development of young children.
- relieve poverty and distress among parents, parents-to-be and young children in need.
- facilitate engagement with local families and to provide support to progress parent and child relationships.
- promote community engagement and provide opportunities for family activities.

With regard to the public benefit the principal area of benefit is the Borough of Gosport but the Charity may also at the discretion of the Trustees provide services outside this area.

Furtherance of objects

The aims pursued in the attainment of the above objectives are:

- (a) to promote and host a network of support services for families and young children, including but not limited to, early years facilities which promote young children's health and well-being, emotional and social development, and the ability to actively learn;
- (b) to promote access to and deliver such services, in particular in relation to parents, parents-to-be and young children including those with additional needs arising from learning and behavioural difficulties, or such other social and economic needs as identified by the Trustees;
- (c) to support by way of grants or other assistance the activities of the Alver Valley Family Centre provided that the Trustees are satisfied that the application of funds granted or other assistance is used in promoting the objects.
- (d) Work with and support volunteer groups in the community to host and promote family activities.

Activities

Alver Valley Family Centre is home to a full-time early years setting in Dinky Ducks Day Care and a term time only setting in Magpies Pre-school, supporting vulnerable families and working with them to enhance the development of the children in the setting. Developing and supporting the emotional wellbeing of children is a particular focus.

Volunteering opportunities are provided to help individuals gain experience in a working environment within Oaktree Family Group services.

A Sensory room within the Alver Valley Family centre is available for use as well as a small library area.

Oaktree Family Group provides support to local families through providing a Stay and Play group and a messy play group called Sticky Fingers.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

SECTION 1 – OBJECTIVES AND ACTIVITIES (continued)

Little Barn Owls, 51 week a year pre-school provision that runs from the Treehouse community building, which is part of Elson Infant School, supporting vulnerable families and working with them to enhance the development of the children in the setting. Developing and supporting the emotional wellbeing of children is a particular focus.

Oaktree Training is facilitated by the Oaktree Family Group Early Years Training and Development leader, delivering local affordable early years training.

SECTION 2 – ACHIEVEMENTS AND PERFORMANCE

Activities and achievements in the year

In 2020 Oaktree Family Groups services were impacted by the Coronavirus (Covid-19) and the lockdowns that were put in place by the Government. Due to this Oaktree Family Group were unable to rent rooms at the Alver Valley Family Centre for most of the year due to restrictions on the running of groups. Oaktree Family Group did not run their Sticky Fingers or Stay and Play sessions for the whole of this financial year, it is hoped as restrictions ease these groups can be re-established.

Oaktree Family Group were successful in being awarded three grants during the pandemic. Two of these helped the charity to support vulnerable families and children and children with Chil(SEND), by providing support virtually and on the phone and home resource packs; and one of the grants was to support the sustainability of the charity.

Throughout the pandemic Oaktree Family Group continued to provide childcare places for keyworker and vulnerable children. During the period of April – August 2020 Little Barn Owls Pre-school service moved to the Alver Valley Family centre, where all three settings were run from Dinky Ducks Day Care as the Oaktree Family Group hub.

Dinky Ducks Day Care is open 07.00-18.00 all year round providing early years care and education for children from 3 months to 5 years of age. This early years setting provides both nursery and pre-school places across two rooms called Ducklings and Puddle Ducks.

Magpies Pre-school is an established term time only setting in the heart of the regenerated area, providing early years care and education from 09.00-15.00 for children from 2-5 years of age. Magpies Pre-school moved to the Alver Valley Family Centre from April 2020, however due to the pandemic this setting was part of the Oaktree Family Group hub running out of Dinky Ducks Day Care. The Magpies new space was used by the Magpies Bubble from 8th June 2020 and fully by all Magpies children from September 2020.

The growth of both Dinky Ducks Day Care and Magpies Pre-school early years settings have been impacted by Covid-19, but towards the end of this financial year bookings were on the increase. Both early years settings continue to support a high number of children with SEND.

Little Barn Owls Pre-school is open from 08.00-18.00 all year round, providing early years care and education for children 2 – 5 years of age. Little Barn Owls work in collaboration with Elson Infants School helping to build a community around the campus. The number of registered children continues to grow during the term time core school hours of the day.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

Activities and achievements in the year (continued)

However, there has been a reduction in the need for full days. A decision was made in March 2021 that Little Barn Owls opening hours would change to 08.00-16.00, 48 weeks a year. Little Barn Owls is still waiting for their first Ofsted inspection.

Covid-19 has impacted on all three early years settings throughout this year in many different ways, including lower than predicted numbers of children from September 2020, Children personal social and emotional development, staffs wellbeing and increased expenditure in some areas especially cleaning time and resources.

The impact on all provisions nationally of the Governments 30 hour 'Free' childcare funding rolled out in September 2017 is continued to be felt by all 3 of our early years settings. The hourly rate provided by Hampshire County Council (the funding authority) is in line with the Early Years National Funding Formula, which is based on 2012 costs and therefore falls short of our normal hourly rate. The impact of this continues to be to the negative, a consumable charge which parents pay for consumables against all funded hours was put in place from April 2019 to help mitigate losses.

A new session structure for the Oaktree Family Group early years settings was put in place providing a more sustainable structure, this was fully established with all children being on the new structure by September 2020.

Oaktree Family Group has successfully provided three staff training days in the past year, facilitated by the Early Years Training and Development Leader and the Head of Oaktree Family Group, with all three taking place virtually. These days focused on children personal social and emotional development, children's wellbeing, and the Early Years Foundation Stage.

Oaktree Training accessibility in these current times has been developed with a dedicated page on Oaktree Family Groups website, which allows direct bookings and purchases of webinars.

Outaskool Adventures had seen a further decrease in numbers. This has resulted due to Alver Valley School opening a new low cost before and after school provision. However, what Outaskool has provided is specialist places supporting SEND children and worked in partnership with school escorts for local specialist school provision. The decision was made by the board in January 2020 that due to this service no longer being financially sustainable Outaskool Adventures would close in July 2020. However, due to Covid-19 Outaskool Adventures services ceased on 20th March 2020.

The Health services that run from the centre continue, with a Midwife being in the centre at least two days a week. However, due to Covid-19 the Baby weigh in clinic has been unable to take place, but as restrictions ease it is hoped this service will be run from the centre once again.

Rowner Community Events (RCE) are signed up as volunteers to Oaktree Family Group, however they have not been as active this past year as previously.

Feedback has been taken from families that have accessed the Centre services. This has fed into our provision of activities in the centre.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

Subsequent events and future developments

The challenge continues to remain for the Oaktree Family Group Trustees and Management to secure the long-term position of the Alver Valley Family Centre by replacing the funding lost from the Hampshire County Council Family Support Service (HCC FSS).

Discussions have taken place regarding the challenge moving forward and a plan has been implemented for 2021/2022 with remaining rooms being given a makeover and room hire will be advertised actively moving forward through local forums, social media, and Oaktree Family Group website. Alver Valley Family Centre has four group rooms of varying size and a meeting room available for rental.

Oaktree Family Group's children and family activities that run from Alver Valley Family Centre are an important part of the community. As part of the charity's Covid-19 operational plan, re-establishing these activities is a priority to focus on in this coming year. However, the success of these groups' sustainability is down to successful funding applications. A local consultation will take place via social media to understand what activities families would like to access in the future at Alver Valley Family Centre.

For Oaktree Family Groups three early years settings a focus for the next year is developing and enhancing early years practice in line with the revised Early Years Foundation Stage, which comes into effect from September 2021.

The impact of the lower rate of funding for the 'free' 30 hours funded childcare, together with the increases in the National Minimum Wage and National Living Wage continues to challenge the early years sector.

Oaktree Family Group recognise the importance of staff mental health and wellbeing and in the past year have done all they can to support staff during the pandemic. This has been highlighted as an area for further development and therefore each setting now has a dedicated staff wellbeing budget and Oaktree Family Group has two fully trained Mental Health First Aiders.

The development of Oaktree Training continues using social media, networking, and our website. Moving forward Oaktree training will also be facilitating training using webinars. The potential of Oaktree Family Group/Oaktree Training facilitating a local early years conference is being considered.

The impact of Coronavirus/COVID-19 on Oaktree Family Group is continuing to be closely monitored by Oaktree Family Group Trustees and Management and an operational plan is in place.

Funding opportunities are being investigated and our online and social media presence is being successfully developed and our website is updated on an ongoing basis.

SECTION 3 – FINANCIAL REVIEW

The Trustees consider that the state of the Company's affairs is satisfactory and that, on a fund by fund basis, the Charity's assets are available and adequate to fulfil its obligations.

The Company has received direct grants totalling £669,397 (2020: £496,182) and user contributions of £194,958 (2020: £379,657) in the year for its services.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

SECTION 3 – FINANCIAL REVIEW (continued)

Direct expenditures comprise payroll of £594,950 (2020: £804,507) and other costs totalling £125,875 (2020: £187,224).

Reserves

The Charity's policy is to hold sufficient unrestricted and restricted reserves equal to six weeks operating costs to enable it to:

- a) withstand an unforeseen financial setback and provide a minimum of six weeks operating costs.
- b) provide temporary financial assistance to project funds that are awaiting funding from other organisations.
- c) take advantage of any opportunity which the Board considers will benefit the Charity and the community it serves.

Several designated funds have also been created to ring-fence resources needed for the maintenance and development of the Day Care, Pre-schools and Family Centre.

SECTION 4 – STRUCTURE, GOVERNANCE AND MANAGEMENT

The articles of association require that the Charity be managed by a board of trustees (the Board), the members of which are directors and managing trustees respectively within the meaning of Companies Act 2006 and the Charities Act 2011.

The Board meets approximately every 10 weeks. Minor and routine operational decisions are made by the Charity's managerial staff. Major operating decisions are made by the simple majority of a quorate Board meeting. Constitutional matters are decided by a 75% majority of the members in a General Meeting.

Election of trustees is decided by a simple majority of the members in General Meeting. New trustees are initially vetted by the Board, undergo DBS checks and EY2 checks with Ofsted and, if considered suitable, receive verbal and written instructions concerning their statutory responsibilities.

Company law requires the Trustees to prepare financial accounts for each financial year. Under that law the Trustees have elected to prepare financial accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the Trustees must not approve the financial accounts unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its surplus or deficit for that year.

In preparing those financial accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

TRUSTEES' ANNUAL REPORT

Year ended 31 March 2021

SECTION 4 – STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Powers

Oaktree Family Group is permitted by its memorandum of association to engage in any lawful activity as shall further its charitable objects. The Charity may invest funds in any manner subject to the obtaining such advice from a financial expert as the Board considers necessary.

Training of trustees

All trustees appointed to the Board are experienced in charity work, they also bring a wealth of experience from the own work. All trustees complete in house basic EYFS training, online Safeguarding training and Prevent training. Regular training is provided, including formal 'away days'. These are held when necessary to maintain and enhance Trustees skills and knowledge.

Management of risk

The Trustees are aware of their responsibilities to effectively mitigate the major risks to which the Charity is exposed and to ensure that its aims and objectives are not under threat. The business plan identifies key areas of human, financial and information resources and levels of service provision that are essential for the Company to operate effectively as well as environmental factors that could influence or threaten the Charity. A continuous review process is in place to ensure that significant risks are identified and that appropriate systems are in place to manage those risks.

Gosport Borough Council

The building is leased from Gosport Borough Council for a peppercorn rent.

The Report of the Committee of Management has been prepared in accordance with provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board

..... Chairman
A Parker
29 June 2021

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)
REGISTERED CHARITY NUMBER: 1107592

I report to the charity trustees on my examination of the financial accounts of the Company for the year ended 31 March 2021 which are set out on pages 11 to 25.

Respective responsibilities of trustees and examiner

As the charity's trustees of the Company (who are also the directors of the Company for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW. I have completed my examination. I confirm that no material matters have come to my attention that gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or,
- the accounts do not accord with such records; or,
- the accounts do not comply with the relevant accounting requirements under section 396 of the 2006 Act 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; or,
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102), second edition October 2019.

I have no concerns and have come across no 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.

.....
D Clarke ACA

29 June 2021

Wood, Hicks & Co.
Chartered Accountants
Units 1-2 Warrior Court,
9-11 Mumby Road,
Gosport
Hampshire PO12 1BS

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

BALANCE SHEET

31 March 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
FIXED ASSETS			
Tangible fixed assets	4	<u>26,989</u>	<u>34,692</u>
CURRENT ASSETS			
Stock		2,186	500
Debtors	5	55,170	58,530
Cash at bank and in hand		<u>271,269</u>	<u>110,057</u>
		328,625	169,087
LIABILITIES			
Creditors: Amounts falling due within one year	6	<u>64,381</u>	<u>60,706</u>
NET CURRENT ASSETS		<u>264,244</u>	<u>108,381</u>
TOTAL NET ASSETS		<u>£291,233</u>	<u>£143,073</u>
THE FUNDS OF THE CHARITY:			
ACCUMULATED FUNDS			
Unrestricted funds	14,15	198,761	141,376
Restricted funds	14,15	<u>92,472</u>	<u>1,697</u>
ACCUMULATED FUNDS AT 31 MARCH 2020		<u>£291,233</u>	<u>£143,073</u>

The directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the Company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on
29 June 2021 and signed on its behalf

..... Chairman
A Parker

The notes set out on pages 14 to 25 form part of these financial accounts.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account)

Year ended 31 March 2021

		2021			2020		
	Note	Unrest- ricted £	Rest- ricted £	Total £	Unrest- ricted £	Rest- ricted £	Total £
INCOME FROM							
Investments		292		292	794		794
Donations		528		528		134	134
Charitable activities	7	197,493	667,012	864,505	370,416	512,796	883,212
Other income	8	3,660		3,660			-
Total income		201,973	667,012	868,985	371,210	512,930	884,140
EXPENDITURE ON							
Charitable activities	9	144,588	576,237	720,825	399,225	592,506	991,731
Total resources expended		144,588	576,237	720,825	399,225	592,506	991,731
NET INCOME (EXPENDITURE)		57,385	90,775	148,160	(28,015)	(79,576)	(107,591)
TRANSFERS BEWTEEN FUNDS							
	10,14	-	-	-	(60,500)	60,500	-
NET MOVEMENT IN FUNDS		57,385	90,775	148,160	(88,515)	(19,076)	(107,591)
RECONCILIATION OF FUNDS							
Total funds brought forward	14,15	141,376	1,697	143,073	229,891	20,773	250,664
TOTAL FUNDS CARRIED FORWARD	14,15	£198,761	£92,472	£291,233	£141,376	£1,697	£143,073

The Statement of Financial Activities contains all the necessary disclosure requirements of an Income and Expenditure Account under the Companies Act 2006.

The notes set out on pages 14 to 25 form part of these financial accounts.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

STATEMENT OF CASH FLOWS

Year ended 31 March 2021

	<u>2021</u>	<u>2020</u>
	£	£
Net movement in funds for the year (as per Statement of financial activities)	148,160	<i>(107,591)</i>
Cash flows arising from operating activities		
Adjustments for:		
Depreciation	8,614	<i>9,783</i>
Gain on sale of fixed assets	(3,620)	-
(Increase) in stock	(1,686)	-
(Increase)/decrease in debtors	3,360	<i>(6,055)</i>
Increase/(decrease) in creditors	3,675	<i>(7,399)</i>
Net cash provided by/(used in) operating activities	158,503	<i>(111,262)</i>
Cash flows from investing activities		
Purchase of tangible fixed assets	(1,291)	<i>(7,678)</i>
Proceeds of property, plant and equipment	4,000	-
Net cash provided by investing activities	2,709	<i>(7,678)</i>
Change in cash and cash equivalents during the year	161,212	<i>(118,940)</i>
Cash and cash equivalents at beginning of the year	110,057	<i>228,997</i>
Cash and cash equivalents at the end of the year	271,269	<i>110,057</i>

The notes set out on pages 14 to 25 form part of these financial accounts.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 1 – LEGAL STATUS AND OBJECTIVES OF OAKTREE FAMILY GROUP LTD

The Charity is a company limited by guarantee and not having a share capital. It is managed by a Board of Trustees, the members of which are directors and charity trustees respectively within the meaning of the Companies Act 2006 and the Charities Act 2011.

The objectives of the Company are to promote the advancement of education and social development of young children and relieve poverty and distress among their families.

NOTE 2 – NATURE AND PURPOSE OF DESIGNATED AND RESTRICTED FUNDS

Designated

- (a) Building management**
Funds set aside for the long-term maintenance and development of the Alver Valley Family Centre building.
- (b) Occupancy**
Funds relating to room usage and utility expenses for Alver Valley Family Centre building.
- (c) Family support**
Contributions from families retained for additional funding provision for family services.
- (d) Staff rationalisation**
Funds set aside for future staff rationalisation costs.
- (e) Outaskool adventures**
Funds set aside for before/after school and holiday care provision.
- (f) Little Barn Owls**
Provision of a 51 week a year pre-school provision for children aged 2 to 5 years.
- (g) Day care**
Provision of flexible day care facilities to meet the needs of families in an under-privileged area.
- (h) Crèche**
Provision of flexible crèche facilities for children aged 3 months to 11 years.

Restricted

- (i) Magpies Pre-School**
Provision of pre-school facilities for children aged 2 to 5 years.
- (j) Early year education funding**
Funding for early years education for the day care facility for all children including targeted funding for two year olds.
- (k) Little Barn Owls early year education funding**
Funding for early years education for the Little Barn Owls setting for all children including targeted funding for two year olds.
- (l) Meal grants**
Funding to support vulnerable households affected by Covid that would meet the 'Free School Meals' criteria.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 2 – NATURE AND PURPOSE OF DESIGNATED AND RESTRICTED FUNDS (continued)

- (m) **Coronavirus Job Retention Scheme (CJRS) and Statutory Sick Pay (SSP) Rebate fund**
Funding to support and protect jobs in the wake of the economic impacts of the pandemic. Support for employers to continue to pay wages rather than make people redundant where salaries were not covered by continued public funding.
- (n) **Covid-19 fund**
Various funding to support lost income and to support vulnerable families during the pandemic.

NOTE 3 – ACCOUNTING POLICIES

- (a) **Accounting convention**
The financial accounts are prepared under the historical cost convention in accordance with the:
- provisions of Financial Reporting Standard 102 (FRS 102);
 - Companies Act 2006; and,
 - Statement of Recommended Practice applicable to charities preparing accounts in accordance with FRS 102.
- (b) **Basis of preparation of accounts**
The accounts of the Charity include all the assets and liabilities under the control of its Board of Trustees. Grants and donations received for non-specific purposes or general funding are available for utilisation at the discretion of the Board.
- Grants and donations received for specific charitable projects are treated as restricted funds available only for use on such specified projects.
- (c) **Going concern**
Oaktree Family Groups services were impacted by Covid-19 and the lockdowns that were put in place by the Government meant that the Company could not operate at full capacity. However, the Company continued to receive government funding along with making CJRS and SSP rebate claims. This ensured that sufficient reserves were maintained. For this reason, the trustees believe that COVID-19 has not impacted the Charity's ability to continue to operate as a going concern.
- (d) **Fixed assets and depreciation**
Fixed assets acquired are capitalised at cost and are depreciated at annual rates to arrive at their estimated residual value at the end of their useful economic lives, as follows:
- | | |
|-------------------------|----------------------|
| Furniture and equipment | 25% reducing balance |
| Computer equipment | 25% reducing balance |
- (e) **Stock**
Stock of food and consumable materials is valued at the lower of cost and net realisable value.
- (f) **Debtors**
Debtors are stated at the amounts due to the Charity at the balance sheet date. Prepayments are recorded for the proportion of time-based expenditures attributable to the ensuing year.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 3 – ACCOUNTING POLICIES (continued)

(g) Cash and cash equivalents

Amounts held in bank accounts and cash at the balance sheet date. This is held to meet the day to day running costs of the charity as they fall due.

(h) Creditors

Creditors are recognised as soon as an outflow of economic benefit is considered more likely than not to occur under a legal or constructive obligation committing the Charity to pay out resources. Creditors that are current liabilities are recognised at the settlement amount expected to be paid at the balance sheet date.

(i) Taxation

The Company is a registered charity and, in the opinion of the Board, is exempt from corporation tax on its surpluses on financial activities in accordance with S.486 of the Corporation Tax Act 2010.

(j) Grant income recognition

A grant that becomes receivable on the occurrence of a certain specified future event is recognised in the financial accounts when the specified event has occurred and all the grantor's requirements associated with it have been complied with.

(k) Pension commitments

The Charity operates defined contribution pension arrangements for certain staff. These contributions are charged as expenditure when they fall due and are invested separately from the Charity's assets.

(l) Allocation and analysis of resources used

Central expenditures for charitable support and administration are partly met through core funding and partly from attributions to restricted funds for centrally-borne support costs.

NOTE 4 – TANGIBLE FIXED ASSETS

Year ended 31 March 2021

	<u>Furniture & equipment</u> £	<u>Computer equipment</u> £	<u>Total</u> £
Cost			
Balance at 1 April 2020	90,035	33,540	123,575
Additions	563	728	1,291
Disposals	(12,000)	-	(12,000)
Balance at 31 March 2021	<u>78,598</u>	<u>34,268</u>	<u>112,866</u>
Depreciation			
Balance at 1 April 2020	64,896	23,987	88,883
Charge for year	6,201	2,413	8,614
Disposals	(11,620)	-	(11,620)
Balance at 31 March 2021	<u>59,477</u>	<u>26,400</u>	<u>85,877</u>
Net book value			
At 31 March 2021	<u>£19,121</u>	<u>£7,868</u>	<u>£26,989</u>
At 31 March 2020	<u>£25,139</u>	<u>£ 9,553</u>	<u>£34,692</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 4 – TANGIBLE FIXED ASSETS (continued)

<u>Year ended 31 March 2020</u>	<u>Furniture & equipment £</u>	<u>Computer equipment £</u>	<u>Total £</u>
Cost			
Balance at 1 April 2019	88,667	27,230	115,897
Additions in year	1,368	6,310	7,678
Balance at 31 March 2020	<u>90,035</u>	<u>33,540</u>	<u>123,575</u>
Depreciation			
Balance at 1 April 2019	56,693	22,407	79,100
Charge for year	8,203	1,580	9,783
Balance at 31 March 2020	<u>64,896</u>	<u>23,987</u>	<u>88,883</u>
Net book value			
At 31 March 2020	<u>£25,139</u>	<u>£ 9,553</u>	<u>£34,692</u>
At 31 March 2019	<u>£31,974</u>	<u>£ 4,823</u>	<u>£36,797</u>

NOTE 5 – DEBTORS

Falling due within one year

	<u>2021 £</u>	<u>2020 £</u>
Childcare fees receivable	44,772	44,398
Prepayments	6,849	6,865
Accrued income	3,070	6,606
Other debtors	479	661
	<u>£55,170</u>	<u>£58,530</u>

NOTE 6 – CREDITORS: Amounts falling due within one year

	<u>2021 £</u>	<u>2020 £</u>
Trade creditors	9,471	9,847
Tax and social security	4,747	6,512
Other creditors	1,277	2,357
Accrued charges	9,896	10,472
Retainer received in advance	13,284	16,586
Childcare fees received in advance	25,706	14,932
	<u>£64,381</u>	<u>£60,706</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 7 – INCOME FROM CHARITABLE ACTIVITIES

<u>Year ended 31 March 2021</u>	2021		
	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
Grants receivable			
<u>Monetary</u>			
Early Years Education grant		446,374	446,374
Early Years Pupil Premium funding		5,556	5,556
Children in care funding		12,087	12,087
Coronavirus funding	10,000	190,565	200,565
College grants	500		500
Meal grants		3,987	3,987
Milk contributions	328		328
	<u>10,828</u>	<u>658,569</u>	<u>669,397</u>
Fees and other income			
User fees	186,515	8,443	194,958
Occupancy income	185		185
Training income	(35)		(35)
	<u>186,665</u>	<u>8,443</u>	<u>195,108</u>
	<u>£197,493</u>	<u>£667,012</u>	<u>£864,505</u>
<u>Year ended 31 March 2020</u>	2020		
	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
Grants receivable			
<u>Monetary</u>			
Early Years Education grant		467,974	467,974
Early Years Pupil Premium funding		3,418	3,418
Children in care funding		17,116	17,116
Coronavirus funding	2,495	3,980	6,475
College grants	500		500
Milk contributions	291	408	699
	<u>3,286</u>	<u>492,896</u>	<u>496,182</u>
Fees and other income			
User fees	359,956	19,701	379,657
Occupancy income	2,842		2,842
Training income	3,669		3,669
Photography	663	199	862
	<u>367,130</u>	<u>19,900</u>	<u>387,030</u>
	<u>£370,416</u>	<u>£512,796</u>	<u>£883,212</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 8 – OTHER INCOME

	2021		
<u>Year ended 31 March 2021</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Other income</u>			
Gain on disposal of tangible fixed assets	3,660		3,660
<u>Year ended 31 March 2020</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Other income</u>			
Gain on disposal of tangible fixed assets	-		-

NOTE 9 – EXPENDITURE ON CHARITABLE ACTIVITIES

	2021		
<u>Year ended 31 March 2021</u>	<u>Unrest- ricted</u>	<u>Rest- ricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Payroll and related costs</u>			
Wages, salaries and pension	108,406	486,544	594,950
Training	699	1,587	2,286
Other employment costs	(585)	767	182
<u>Other direct costs</u>			
Winter meal vouchers		2,508	2,508
Consumable materials	1,507	3,576	5,083
Catering – food and other consumables	5,992	557	6,549
Premises cleaning and materials	165	5,742	5,907
Water and sewerage	522	1,046	1,568
Nappy and waste disposal costs	299	3,535	3,834
Light and heat	2,001	8,347	10,348
Building repairs and maintenance	1,255	20,837	22,092
Buildings insurance	220	408	628
Repairs and renewals of equipment	651	941	1,592
Depreciation of operating equipment	6,526	2,088	8,614
Room hire and storage costs	1,546	9,368	10,914
Other direct costs	(330)	(211)	(541)
<u>Management and administrative costs</u>			
Telephone and postage	3,616	8,548	12,164
Printing and stationery	695	2,712	3,407
General insurance	1,602	3,090	4,692
Memberships and subscriptions	585	1,413	1,998
Advertising and promotion	124	766	890
Computer consumables and IT support	1,464	3,620	5,084
Bad debts	4,291	2,163	6,454
Miscellaneous expenses	4	10	14
<u>Professional and finance costs</u>			
Accountancy fees	1,913	4,645	6,558
Bank charges	165	185	350
Professional and legal costs	733	167	900
Independent examiner's fee	522	1,278	1,800
	<u>£144,588</u>	<u>£576,237</u>	<u>£720,825</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 9 – EXPENDITURE ON CHARITABLE ACTIVITIES (continued)

<u>Year ended 31 March 2020</u>	<u>2020</u>		
	<u>Unrest- ricted £</u>	<u>Rest- ricted £</u>	<u>Total £</u>
<u>Payroll and related costs</u>			
Wages, salaries and pension	292,143	512,364	804,507
Training	5,151	8,262	13,413
Other employment costs	1,030	1,364	2,394
<u>Other direct costs</u>			
Consumable materials	3,767	5,085	8,852
Catering – food and other consumables	29,831	1,695	31,526
Premises cleaning and materials	3,718	3,115	6,833
Water and sewerage	2,183	940	3,123
Nappy and waste disposal costs	2,991	1,294	4,285
Light and heat	5,738	3,492	9,230
Building repairs and maintenance	18,142	3,196	21,338
Buildings insurance	1,013	648	1,661
Repairs and renewals of equipment	2,695	1,056	3,751
Depreciation of operating equipment	8,080	1,703	9,783
Room hire and storage costs	3,572	26,147	29,719
Other direct costs	708	211	919
<u>Management and administrative costs</u>			
Telephone and postage	4,844	4,574	9,418
Printing and stationery	4,294	3,494	7,788
General insurance	2,136	2,717	4,853
Memberships and subscriptions	951	1,675	2,626
Advertising and promotion	102	214	316
Computer consumables and IT support	2,204	2,506	4,710
Bad debts			-
Miscellaneous expenses	116	2	118
<u>Professional and finance costs</u>			
Accountancy fees	1,816	5,321	7,137
Bank charges	342	276	618
Professional and legal costs	902	111	1,013
Independent examiner's fee	756	1,044	1,800
	<u>£399,225</u>	<u>£592,506</u>	<u>£991,731</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 10 – TRANSFERS

The following transfers have been made between funds during the year:

- a) The Staff rationalisation fund has been decreased by £9,030 during the year to more accurately reflect the anticipated costs associated with any future staff rationalisation. This has been achieved by way of transfer of £394 from Day Care fund, and the reversal of £6,200 to General fund, £1,221 to Crèche fund and £2,003 to Little Barn Owls fund.
- b) The Crèche fund has been increased by £4,659 by transfer from the general fund to cover the shortfall of the fund. The trustees no longer view this fund as designated.
- c) The Outaskool fund has been increased by £13,000 by transfer from the Day care fund to cover the shortfall of the fund. The trustees no longer view this fund as designated.
- d) The Outaskool fund has been increased by £11,015 by transfer from the Little Barn Owls fund to cover the shortfall of the fund. The trustees no longer view this fund as designated.
- e) The Occupancy fund has been increased by £1,299 by transfer from the general fund to cover the shortfall of the fund.

NOTE 11 – PAYROLL AND STAFFING

	<u>2021</u> £	<u>2020</u> £
<u>Staff costs</u>		
Gross wages and salaries	567,482	743,171
Employer's national insurance (net of employer's allowance)	20,573	33,683
Pension contributions	6,895	9,110
	<u>£594,950</u>	<u>£785,964</u>

The average number of staff employed during the year was 55 (2020: 52).

No employees received emoluments exceeding £60,000 p.a. (2020: £60,000).

NOTE 12 – TRUSTEES' EMOLUMENTS AND EXPENSES

No Trustees or any persons connected with them have received remuneration or reimbursement of expenses during the year.

NOTE 13 – RELATED PARTY TRANSACTIONS

There were no transactions with other charities during the year that are considered to be related by reason of management influence or by having at least one trustee in common.

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 14 – MOVEMENT ON FUNDS IN THE YEAR

<u>Year ended 31 March 2021</u>	Balances brought forward £	Incoming resources	Direct outgoing resources £	Transfers between funds £	Balances carried forward £
Unrestricted					
General fund	14,575	10,428	(11,084)	242	14,161
Designated funds:					
- Building management	47,129		(3,503)		43,626
- Occupancy	749	185	(2,233)	1,299	-
- Family support	211				211
- Staff rationalisation	80,801			(9,030)	71,771
- Outaskool adventures	(19,474)		(4,541)	24,015	-
- Little Barn Owls	17	33,498	(24,289)	(9,012)	214
- Day care	23,158	157,862	(98,848)	(13,394)	68,778
- Crèche	(5,790)		(90)	5,880	-
	141,376	201,973	(144,588)	-	198,761
Restricted					
- Magpies Pre-school	343	142,545	(113,441)		29,447
- Early year education	647	190,040	(145,589)		45,098
- Little Barn Owls Early Year Education Funding	707	139,875	(124,134)		16,448
- Meal grants		3,987	(2,508)		1,479
- CJRS and SSP		176,677	(176,677)		-
- Covid-19 fund		13,888	(13,888)		-
	1,697	667,012	(576,237)	-	92,472
	£143,073	£868,985	£(720,825)	£ -	£291,233

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 14 – MOVEMENT ON FUNDS IN THE YEAR (continued)

<u>Year ended 31 March 2020</u>	<u>Balances brought forward £</u>	<u>Incoming resources</u>	<u>Direct outgoing resources £</u>	<u>Transfers between funds £</u>	<u>Balances carried forward £</u>
Unrestricted					
General fund	2,516	3,926	(10,207)	18,340	14,575
Designated funds:					
- Building management	67,126		(19,997)		47,129
- Occupancy	1,813	2,986	(16,050)	12,000	749
- Family support	151	60			211
- Staff rationalisation	93,804			(13,003)	80,801
- Outaskool adventures	1,326	44,019	(69,854)	5,035	(19,474)
- Little Barn Owls	1,220	51,747	(69,298)	16,348	17
- Day care	61,445	267,316	(206,727)	(98,876)	23,158
- Crèche	490	1,156	(7,092)	(344)	(5,790)
	<u>229,891</u>	<u>371,210</u>	<u>(399,225)</u>	<u>(60,500)</u>	<u>141,376</u>
Restricted					
- Magpies Pre-school	8,125	162,664	(188,946)	18,500	343
- Early year education	342	202,283	(241,978)	40,000	647
- Little Barn Owls Early Year Education Funding	12,306	147,849	(161,448)	2,000	707
- Little Barn Owls		20	(20)		-
- Magpies		114	(114)		-
	<u>20,773</u>	<u>512,930</u>	<u>(592,506)</u>	<u>60,500</u>	<u>1,697</u>
	<u>£250,664</u>	<u>£884,140</u>	<u>£(991,731)</u>	<u>£ -</u>	<u>£143,073</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2021

NOTE 15 – ANALYSIS OF NET ASSETS BETWEEN FUNDS

Year ended 31 March 2021

	<u>Fixed assets</u> £	<u>Net current assets</u> £	<u>Net assets</u> £
Unrestricted			
General fund	1,518	12,643	14,161
Designated funds:			
Building management	9,907	33,719	43,626
Occupancy	261	(261)	-
Family support		211	211
Staff rationalisation		71,771	71,771
Outaskool adventures			-
Little Barn Owls	964	(750)	214
Day Care	7,157	61,621	68,778
Crèche			-
	<u>19,807</u>	<u>178,954</u>	<u>198,761</u>
Restricted			
Magpies Pre-School	2,238	27,209	29,447
Early year education	3,749	41,349	45,098
Little Barn Owls Early Year Education Funding	1,195	15,253	16,448
Meal grant		1,479	1,479
CJRS and SSP			-
Covid-19 fund			-
	<u>7,182</u>	<u>85,290</u>	<u>92,472</u>
ACCUMULATED FUNDS AT 31 MARCH 2021	<u>£ 26,989</u>	<u>£264,244</u>	<u>£291,233</u>

OAKTREE FAMILY GROUP LTD
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

31 March 2020

NOTE 15 – ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

<u>Year ended 31 March 2020</u>	<u>Fixed assets</u> £	<u>Net current assets</u> £	<u>Net assets</u> £
Unrestricted			
General fund	2,026	12,549	14,575
Designated funds:			
Building management	13,210	33,919	47,129
Occupancy	323	426	749
Family support		211	211
Staff rationalisation		80,801	80,801
Outaskool adventures	473	(19,947)	(19,474)
Little Barn Owls	1,142	(1,125)	17
Day Care	9,182	13,976	23,158
Crèche	104	(5,894)	(5,790)
	<u>26,460</u>	<u>114,916</u>	<u>141,376</u>
Restricted			
Magpies Pre-School	2,873	(2,530)	343
Early year education	4,725	(4,078)	647
Little Barn Owls Early Year Education Funding	634	73	707
Little Barn Owls			-
Magpies			-
	<u>8,232</u>	<u>(6,535)</u>	<u>1,697</u>
ACCUMULATED FUNDS AT 31 MARCH 2020	£ 34,692	£108,381	£143,073