

# CLANFIELD PRE-SCHOOL

England & Wales · Charity number 1119060

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2007-05-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Clanfield Pre-School  
Main Street  
Clanfield  
Bampton  
Oxfordshire  
OX18 2SP

**Phone** 07826839173

**Email** [contact@clanfieldpreschool.uk](mailto:contact@clanfieldpreschool.uk)

**Website** [clanfield-preschool.org.uk](http://clanfield-preschool.org.uk)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY: A OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY B ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREA C INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL LEARNING ALLIANCE

**Activities:** Starting pre-school can seem a big leap. At Clanfield, we offer an exciting, nurturing and professional environment for your little ones first steps into school. With excellent Outdoor Learning and our highly experienced staff, we are confident that your child will enjoy every minute of their time here, just as we do!

## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, OXFORDSHIRE
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£171,855	£155,731	-	-
2023-08-31	£146,890	£133,781	-	-
2022-08-31	£82,790	£78,914	-	-
2021-08-31	£82,790	£78,914	-	-
2020-08-31	£73,886	£76,386	-	-

## Trustees

Name	Role	Appointed
<b>Frances Charlotte Hichens</b>	Chair	2024-11-14
Elizabeth Jane Spreadbury		2025-11-13
Faye Anouska Bowers		2025-11-13
Francesca Corkhill		2025-11-13
Jayne Strickland		2023-05-12
Tamsin Kate Lucas		2025-11-13
Veronika Sas		2024-11-14

**CLANFIELD PRE-SCHOOL**

England & Wales - Charity number 1119060

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# Accounts

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## **ANNUAL GENERAL MEETING OF CLANFIELD PRESCHOOL, OXFORDSHIRE**

*Thursday 14th November 2024, 20:00 via TEAMS online meeting*

### **Introduction**

**1. Attendees:**

Aaron Harris (Treasurer), Jayne Strickland (Secretary), Steph Lewendon (Chair), Lou Hughes-Taylor (Manager), Laura Gibney (Assistant Manager), Veronika Sas, Fran Hichens

**2. Apologies:**

Emma Harris sent apologies, she is putting the kids down to sleep.

**3. Amendments and Declaration of Interest:**

No amendments were made to the agenda. No Declarations of Interest were put forward.

### **AGM**

**1. Receive the Annual Report of Clanfield Preschool (proposer, seconder and general vote required)**

At the end of another successful year there is a lot to reflect on and appreciate.

Further to Kellie receiving her Forest School qualification, we are able to offer a reduction in the fees which was a welcome change. This led to Forest School being booked to capacity for most of the academic year.

We thoroughly enjoyed our sports day, which turned out to be a lovely sunny day. We were chuffed with the attendance we received,, and the participation in the parents' race and the colour run was great fun. Later on in the year, we welcomed many parents and carers to watch the children in their nativity show and the graduation for the school leavers.

OCC health & safety and fire assessments have been completed and passed with no concerns raised.

We've made some improvements to the setting over the course of the year:

- lockers have been added for staff possessions to be stored safely
- a doorbell intercom has been installed at the green gate making it easier for staff and parents outside of normal times
- and it was time to replace the blue carpet after many years of use

As can be expected, we've also had to carry out a number of repairs:

- from the waste pump
- to the electronic doors,
- as well as the unfortunate electrical issues at the start of the new academic year.

These have all been managed and handled fantastically by staff and children.

The office staff have updated all policy and procedure documents, and these have been reviewed and accepted by the committee. We have also discussed converting to a CIO at length and started looking into the process and requirements to get this started, more updates to follow as the process continues.

The fantastic team have had a very busy year too:

- Gemma has been made deputy manager and welcomed another member to her family.
- We have welcomed two new apprentices, Skye Gibson and Amelia Smith,
- as well as Kerrie Rees who is covering for Kim while she is on maternity leave with Lily-Mae.
- Zoe and Leila have been busy continuing their level 3 qualifications which are nearly complete.

On a personal note I would like to thank everyone involved with such a wonderful preschool, you truly give the children under your care the best footing into education.

Impact

33 children attended Clanfield Pre-School during the period September 2023 - August 2024 with 15 leaving us to go to reception class and another 2 moving on to other settings due to house moves and family circumstances. 16 remained with us and were joined by another 8 in term one with a further 5 or 6 waiting to join by January 2025.

❖ ALL members present unanimously voted in favour of accepting the Annual Report, none voted against, none refrained from voting.

## **2. Receive the Annual Accounts of Clanfield Preschool (proposer, seconder and general vote required)**

Summary presented at this AGM is for financial year for preschool running from September 2023 to August 2024, all of the figures are subjected to successful auditing by our accountants so are presented subject to approval, there is slightly more detail in the report that has been shared via email.

Overall total income increased to £171,855 for the financial year, which was an increase of £24,965 year on year, which was mainly due to the increase in 3yr Government funded hours income generated.

Overall total expenditure increased to £155,732 for the financial year, which was an increase of £21,950 year on year, mainly due to the significant increase in staffing costs and increase in general running costs.

As of the 31st of August 2024, the pre-school held the following funds:

- £1,574.28 in the Pre-School Main Account. (HSBC)
- £65,117.38 in the Pre-School Reserves Account. (HSBC)
- £1,425.23 in the Pre-School PayPal Account.
- £43.21 in the Petty Cash Tin.

The Pre-School started the year with a total cash position of £54,980 which increased to £68,161 by the end of the year, this included an increase in the Pre-School Reserve Fund from £47,976 to £65,118 which ensures that the running costs of the Pre-School can be covered without income for a period of 3-4 months.

Income generally peaks 3 times a year around the regular payments from Oxfordshire County Council (OCC) of the funded hours, this was no exception in 2023-2024, with spikes in December, March, and July. Expenditure is generally consistent throughout the year and this pattern continued in 2023-2024 with a small peak in March when the regular utility bills and several maintenance tasks were due.

Expenditure grew at a slower rate of 16.4% than Income which grew by 17.0% from the previous financial year, this led to a increase in overall profitability by 23% to £16,124.

The Pre-school is at full capacity for the normal morning and afternoon sessions across both 2-year and 3 & 4-year places, with additional income generated through the extended services provided by breakfast club and stay and play. Forest school and Holiday Club are both well attended and expected to continue similarly over the next financial year.

Income is expected to stay stable in the coming financial year due to the similar profile to last year, there will be a reduction in Forest School income with the fee reduced by the committee last year from £9.95 per session to £1.50 per session, however this is likely to be offset by increases in the funded hours rate from April 2025.

It is likely that operating costs will continue to rise due to the current external factors involved in cost-of-living crisis that also affect the pre-school, such as increases in utility and consumables costs. National Living Wage have been announced for 2025 as £12.12, and the real living wage of £12.60, the preschool committee made the decision to raise the minimum rate to match the real living wage last year at an increase of 15.2%. To keep up with the real living wage increase to £12.60 would require a 5% uplift the Treasurer will present figures to the finance committee meeting in January for approval, with a minimum proposal of keeping pace with real living wage.

- ❖ ALL members present unanimously voted in favour of accepting the Annual Accounts, none voted against, none refrained from voting.

**3. Resolution to Elect a Chair in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Stephanie Lewendon stood as chair for the previous 2023/24 year. However with no child attending the setting she will not continue in this position.

Fran Hichens put herself forward for the position of chair.

Jayne Strickland proposed, and Aaron Harris seconded the election of Fran Hichens to the position of Chair.

- ❖ ALL members present unanimously voted in favour of Fran Hichens being elected to the position of Chair, none voted against, none refrained from voting.

**4. Resolution to Elect a Secretary in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Jayne Strickland currently stands as Secretary and proposes to remain in the role.

Aaron Harris proposed and Fran Hichens seconded the election of Jayne Strickland to the position of Secretary.

- ❖ ALL members present unanimously voted in favour of Jayne Strickland being elected to the position of Secretary, none voted against, none refrained from voting.

**5. Resolution to Elect a Treasurer in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Aaron Harris currently stands as Treasurer and proposes to remain in the role.

Jayne Strickland proposed and Fran Hichens seconded the election of Aaron Harris to the position of Treasurer.

- ❖ ALL members present unanimously voted in favour of Aaron Harris being elected to the position of Treasurer, none voted against, none refrained from voting.

**6. Resolution to elect further committee members (not in 'Officer' roles) in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

**Chloe Foley** (by proxy via Jayne Strickland) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2025. The second meeting of the Committee in November 2025 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Chloe Foley to the position of Committee Member.

Aaron Harris seconded the election of Chloe Foley to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Chloe Foley being elected to the position of Committee Member, none voted against, none refrained from voting.

**Emma Harris** (by proxy via Aaron Harris) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2025. The second meeting of the Committee in November 2025 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Aaron Harris proposed the election of Emma Harris to the position of Committee Member.

Jayne Strickland seconded the election of Emma Harris to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Emma Harris being elected to the position of Committee Member, none voted against, none refrained from voting.

**Veronkia Sas** put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2025. The second meeting of the Committee in November 2025 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Veronika Sas to the position of Committee Member.

Aaron Harris seconded the election of Veronika Sas to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Veronika Sas being elected to the position of Committee Member, none voted against, none refrained from voting.

**Laura Gibney** put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2025. The second meeting of the Committee in November 2025 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Laura Gibney to the position of Committee Member.

Aaron Harris seconded the election of Laura Gibney to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Laura Gibney being elected to the position of Committee Member, none voted against, none refrained from voting.

**Lucy Simpson** has stepped down and will not be re-elected as committee member.

**Rachel Haste** has stepped down and will not be re-elected as committee member.

**Charlotte Bamford** has stepped down and will not be re-elected as committee member.

**7. Accept the minutes of the AGM November 2023 (proposer, seconder and general vote required)**

Jayne Strickland proposed to accept the AGM November 2023 minutes.

Stephanie Lewendon seconded to accept the AGM November 2023 minutes.

- ❖ ALL members present unanimously voted in favour of accepting the minutes of the AGM November 2023, none voted against, none refrained from voting.

**8. Any other business properly put to the meeting (in advance of the meeting, received by letter or email to the setting manager)**

There were no further items to be discussed.

**Meeting Closure**

The 2024 AGM closed at 20:40. Jayne Strickland thanked all for attending.

Minutes to be approved at AGM November 2025

Signed by Chair.....

# Balance Sheet

## Clanfield Pre-School As at 31 August 2024

31 AUG 2024

### Current Assets

#### Cash at bank and in hand

PayPal	1,425.23
Petty Cash Tin	43.21
Pre-School Main Account	1,574.68
Pre-School Reserves	65,117.38
<b>Total Cash at bank and in hand</b>	<b>68,160.50</b>

Accounts Receivable	5,367.10
Petty Cash	10.00
<b>Total Current Assets</b>	<b>73,537.60</b>

### Creditors: amounts falling due within one year

Accounts Payable	54.81
Income in Advance	0.10
Rounding	1.07
Wages Payable - Payroll	62.92
<b>Total Creditors: amounts falling due within one year</b>	<b>118.90</b>

<b>Net Current Assets (Liabilities)</b>	<b>73,418.70</b>
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<b>Total Assets less Current Liabilities</b>	<b>73,418.70</b>
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<b>Net Assets</b>	<b>73,418.70</b>
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### Capital and Reserves

Current Year Earnings	16,123.93
Retained Earnings	57,294.77
<b>Total Capital and Reserves</b>	<b>73,418.70</b>

To Whom It May Concern,

**Independent Examiner's Report to the Trustees of Clanfield Pre-School, Charity Registration No. 1119060.**

I report on the accounts of the pre-school for the year ended 31<sup>st</sup> August 2024, as attached to this letter.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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.

The Assistant Manager and Manager, prepare the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. The Treasurer reviews the accounts on a regular basis. Funds are held in a current account and a deposit account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Lesley Carson FCCA  
Senior Consultant

**CLANFIELD PRE-SCHOOL**

England & Wales - Charity number 1119060

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# Accounts

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# ANNUAL GENERAL MEETING OF CLANFIELD PRESCHOOL, OXFORDSHIRE

*Thursday 9th November 2023, 20:00 via TEAMS online meeting*

## Introduction

### 1. Attendees:

Aaron Harris (Treasurer), Jayne Strickland (Secretary), Steph Lewendon, Lucy Simpson, Chloe Foley, Charlotte Bamford, Lou Hughes-Taylor (Manager), Laura Gibney (Assistant Manager)

### 2. Apologies:

Rachel Haste sent apologies to Lou, she is at the hospital in labour.  
Emma Harris sent apologies, she is putting the kids down to sleep.

### 3. Amendments and Declaration of Interest:

No amendments were made to the agenda. No Declarations of Interest were put forward.

## AGM

### 1. Receive the Annual Report of Clanfield Preschool (proposer, seconder and general vote required)

Overall, it has been another positive year.

A big thank you to all attending, the preschool cannot operate without the committee. The involvement of committee members is so appreciated by the management and staff of the Preschool.

Thanks to fundraised money and a grant from Bampton Charity Shop the setting has been able to replace some tired equipment and add to the sensory resources with a fantastic light up water tube and new small world table. The outside area has been spruced up with areas becoming more defined and worn-out equipment and furniture being removed and where possible replaced with new.

As a team, the staff stepped up to help out the Primary School when they were unable to provide their after-school provision due to being unable to staff it. Not only did this generate a little extra income for our staff and the setting it demonstrated our commitment to supporting the wider community.

All staff are pro-active about training and personal development which continues to be a high priority for all. We have this year been working closely with the Early Years SEN team and OCC who are impressed with the hard work and dedication the team have put into providing a long-term placement for one family. It was commented that everything that could possibly be done has been and all future plans are looking great. As well as the previously referred to child we have a further two SEN children with higher needs and continue to work with the outside agencies to provide the best possible start to their academic career.

Forest School is being received very well and loved by the children. Kelly completed her training and is now level 3 certified, huge congratulations to Kelly.

We saw 27 children attending Clanfield Preschool during the period September 2022 – August 2023 with 13 leaving us to go to reception class. 14 remained with us. A smooth transition was had as the leavers went on to their new settings.

Looking to the future, we returned in the new year already full to capacity and with a waiting list for 2024/25.

We welcome this academic year Stephanie Puffitt to the team as a SEN 1-1 and continue our search for another 1-1 to continue providing the high-quality provision for our SEN attendees – we send thanks to Adam for his continued support as he fills this position on a temporary basis.

We feel we have good relationships with our families past and present and are keen to maintain this or improve it should there be a need. In the coming academic year, we will be awaiting our next Ofsted inspection.

Over the coming year Leila and Zoe should complete or be near to completing their Level 3 training which will be a fantastic achievement.

❖ ALL members present unanimously voted in favour of accepting the Annual Report, none voted against, none refrained from voting.

## **2. Receive the Annual Accounts of Clanfield Preschool (proposer, seconder and general vote required)**

Summary presented at this AGM is for financial year for preschool running from September 2022 to August 2023, all of the figures are subjected to successful auditing by our accountants so are presented subject to approval, there is slightly more detail in the report that has been shared via email.

Overall total income increased to £146,891 for the financial year, which was an increase of £37,869 year on year, mainly due to the increase in extended services income due to the provision of after school club on behalf of the primary school. Although this was also supported by an increase in 2yr private fees and 3yr Government funded hours.

Overall total expenditure increased to £133,782 for the financial year, which was an increase of £40,651 year on year, mainly due to the significant increase in staffing costs and increase in general running costs.

As of the 31st of August 2023, the pre-school held the following funds:

- £5,922.48 in the Pre-School Main Account. (HSBC)
- £47,975.30 in the Pre-School Reserves Account. (HSBC)
- £994.01 in the Pre-School PayPal Account.
- £43.21 in the Petty Cash Tin.
- £44.03 in the Clearing Account.

The Pre-School started the year with a total cash position of £48,203 which increased to £54,980 by the end of the year, this included an increase in the Pre-School Reserve Fund from £40,121 to £47,976 which ensures that the running costs of the Pre-School can be covered without income for a period of 3-4 months.

Expenditure grew at a greater rate of 43.6% than Income which grew by 34.7% from the previous financial year, this led to a reduction in overall profitability by 17.5% to £13,109.

The Pre-school is close to being at full capacity for the normal morning and afternoon sessions across both 2-year and 3 & 4-year places, with additional income generated through the extended services provided by breakfast club and stay and play. Forest school and Holiday Club are both well attended and expected to continue similarly over the next financial year.

Income is expected to drop slightly in the coming financial year due to the Primary School taking back the running of their After-School provision, as this provided around £22,000 additional income in 2022-23, although there will be a slight reduction in staffing costs.

It is likely that operating costs will continue to rise due to the current external factors involved in cost-of-living crisis that also affect the pre-school, such as increases in utility and consumables costs. National Living Wage rates are yet to be announced for 2024, but with a high level of inflation to ensure staff are adequately supported this will likely need to be a similar increase to the 9.6% applied in February. Once the new rates are announced the Treasurer will present figures to the finance committee meeting in January for approval, with a hope to increase towards paying the UK Real Living Wage rate if financial position is suitable.

- ❖ ALL members present unanimously voted in favour of accepting the Annual Accounts, none voted against, none refrained from voting.

**3. Resolution to Elect a Chair in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Chris Regent stood as chair for the previous 2022/23 year. However with no child attending the setting he will not continue in this position.

Steph Lewendon put herself forward for the position of chair.

Jayne Strickland seconded the election of Steph Lewendon to the position of Chair.

- ❖ ALL members present unanimously voted in favour of Steph Lewendon being elected to the position of Chair, none voted against, none refrained from voting.

**4. Resolution to Elect a Secretary in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Jayne Strickland currently stands as Secretary and proposes to remain in the role.

Aaron Harris seconded the election of Jayne Strickland to the position of Secretary.

- ❖ ALL members present unanimously voted in favour of Jayne Strickland being elected to the position of Secretary, none voted against, none refrained from voting.

**5. Resolution to Elect a Treasurer in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

Aaron Harris currently stands as Treasurer and proposes to remain in the role.

Jayne Strickland seconded the election of Aaron Harris to the position of Treasurer.

❖ ALL members present unanimously voted in favour of Aaron Harris being elected to the position of Treasurer, none voted against, none refrained from voting.

**6. Resolution to elect further committee members (not in 'Officer' roles) in line with the requirements of Clanfield Preschool Constitution (proposer, seconder and general vote required)**

**Charlotte Bamford** (nee Donaldson) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Charlotte Bamford to the position of Committee Member.

Aaron Harris seconded the election of Charlotte Bamford to the position of Committee Member.

❖ ALL members present unanimously voted in favour of Charlotte Bamford being elected to the position of Committee Member, none voted against, none refrained from voting.

It has been suggested that Charlotte Donaldson also be elected as Safeguarding Officer based on her past training and experience with safeguarding. This will be discussed again once Charlotte has completed the onboarding process, but in principle it was accepted by all members.

**Chloe Foley** put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Chloe Foley to the position of Committee Member.

Aaron Harris seconded the election of Chloe Foley to the position of Committee Member.

❖ ALL members present unanimously voted in favour of Chloe Foley being elected to the position of Committee Member, none voted against, none refrained from voting.

**Rachel Haste** (by proxy via Lou Hughes-Taylor) put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Rachel Haste to the position of Committee Member.

Aaron Harris seconded the election of Rachel Haste to the position of Committee Member.

❖ ALL members present unanimously voted in favour of Rachel Haste being elected to the position of Committee Member, none voted against, none refrained from voting.

**Lucy Simpson** put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November

2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Jayne Strickland proposed the election of Lucy Simpson to the position of Committee Member.

~~Aaron Harris seconded the election of Lucy Simpson to the position of Committee Member.~~

- ❖ ALL members present unanimously voted in favour of Lucy Simpson being elected to the position of Committee Member, none voted against, none refrained from voting.

**Emma Harris** put herself forward to undertake the role of Committee Member, on the understanding that she will fulfil the position and its responsibilities until the beginning of the next School year, commencing September 2024. The second meeting of the Committee in November 2024 will be the Preschool Annual General Meeting, at which the Committee Member roles will automatically be up for re-election.

Aaron Harris proposed the election of Emma Harris to the position of Committee Member.

Jayne Strickland seconded the election of Emma Harris to the position of Committee Member.

- ❖ ALL members present unanimously voted in favour of Emma Harris being elected to the position of Committee Member, none voted against, none refrained from voting.

**Laura Gibney** has stepped down and will not be re-elected as committee member.

**Lucy Roberts** has stepped down and will not be re-elected as committee member.

**7. Accept the minutes of the AGM November 2022 (proposer, seconder and general vote required)**

Jayne Strickland proposed to accept the AGM November 2022 minutes.

Aaron Harris seconded to accept the AGM November 2022 minutes.

- ❖ ALL members present unanimously voted in favour of accepting the minutes of the AGM November 2022, none voted against, none refrained from voting.


**8. Any other business properly put to the meeting (in advance of the meeting, received by letter or email to the setting manager)**

There were no further items to be discussed.

**Meeting Closure**

The 2023 AGM closed at 20:33. Jayne Strickland thanked all for attending.

Minutes to be approved at AGM November 2024

Signed by Chair.....

# Profit and Loss

## Clanfield Pre-School For the year ended 31 August 2023

2023

### Turnover

2yr Government Funded Hours	10,823.22
2yr Private Fees	21,251.90
3yr Government Funded Hours	66,728.46
3yr Private Fees	4,346.55
Donations Received	122.30
Extended Services Income	23,936.00
EY Milk Subsidy	256.80
EYPP, Inclusion and Disability Funding Received	3,767.70
Forest School Income	3,402.90
Fundraising	2,186.27
Grants Received	1,355.00
Interest Income	506.51
Play Scheme Income	5,255.00
Snack and Sundries Charge	2,951.50
<b>Total Turnover</b>	<b>146,890.11</b>

### Gross Profit

**146,890.11**

### Administrative Costs

Advertising & Marketing	4.50
Audit & Accountancy fees	1,100.40
Bank Fees	301.85
Cleaning	896.71
Committee Costs	8.10
Consumables (Groceries)	1,247.41
Early Years Resources	914.36
Extended Services Costs	2,096.19
EYPP/Inclusion Funding Purchase	1,110.99
Forest School Costs	283.06
Fundraising Costs	1,258.01
Fundraising Purchases	1,377.13
General Expenses	2,478.69
Household Support Fund Gift Cards	(45.00)
Insurance	746.62
IT Software and Consumables	837.23
Light, Power, Heating	2,401.58
Milk	430.00
Pensions Costs	1,443.28
Play Scheme Expenses	470.67
Postage, Freight & Courier	2.85
Pre-School Equipment	1,425.53

2023

Printing & Stationery	510.83
Professional Fees	35.00
Rent	150.00
Repairs & Maintenance	3,540.06
Salaries	104,323.38
Staff Costs	782.09
Staff Training	776.55
Subscriptions	439.76
Telephone & Internet	1,457.62
Waste Disposal	534.86
Water Supply	441.16
<b>Total Administrative Costs</b>	<b>133,781.47</b>
<b>Operating Profit</b>	<b>13,108.64</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>13,108.64</b>
<b>Profit after Taxation</b>	<b>13,108.64</b>

Central Office – Cobweb Buildings  
The Lane  
Lyford  
Oxon  
OX12 0EE  
20 December 2023

To Whom It May Concern,

**Independent Examiner's Report to the Trustees of Clanfield Pre-School, Charity Registration No. 1119060.**

I report on the accounts of the pre-school for the year ended 31<sup>st</sup> August 2023, as attached to this letter.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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.

The Assistant Manager and Manager, prepare the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. The Treasurer reviews the accounts on a regular basis. Funds are held in a current account and a deposit account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Lesley Carson FCCA  
Director

**CLANFIELD PRE-SCHOOL**

England & Wales - Charity number 1119060

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# Accounts

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## Annual Report of Clanfield Pre-School December 2022

### Introduction:

Overall, it has been another positive year. The Covid restrictions and government guidance have eased but we remain vigilant as we as a community learn to live with it.

**REITERATE the importance of the committee comprising of members of the preschool and the need for more parents to get on board – thank those in attendance tonight for coming.**

### Achievements:

This past year we had a change in staff as Veena relocates with her family, but we remain in a good place with Leila, Kim and Zoe joining Kellie in the room as we await Gemma's return from her maternity leave. Mandy has taken her well-deserved retirement leaving Kellie who has now completed her forest school training leading our Thursday morning forest school session as we move into the new academic year.

The setting is slowly being upgraded and outstanding jobs are getting done, a fabulous example of this is the sand pit which has been emptied, refilled and now has a semi-permanent roof so it can be used all year round with an increased element of ease and comfort. We also have a new 'library/quiet' space in the garden where children can take themselves away from the busyness of the group to enjoy a book or just to sit in peace.

None of the above would have been possible without the continued support of our fundraising events, families and the wider community. To whom we send thanks.

Playscheme continues to grow and be well attended as does our extended services which are offered either end of the school day. We have received great feedback from parents and children who rely on this service.

All staff are pro-active about training and personal development which continues to be a high priority for all.

We have this year been working closely with the Early Years SEN team and OCC who are impressed with the hard work and dedication the team have put into providing a long-term placement for one family. It was commented that everything that could possibly be done has been and all future plans are looking great.

### Impact

27 children attending Clanfield Pre-School during the period September 2021 – August 2022 with 13 leaving us to go to reception class and another 1 moving on to other setting due to house move and family circumstance. 13 remained with us and were joined by another 8 in term one with a further 5 possibly 6 waiting to join by January 2023.

Once again transfer/transition for students has been impacted by the restrictions caused by covid with limited face to face transition time with their new class teachers.

### Looking to the future

We welcome this academic year Leila Newton, Kim Lowis, Adam Gibney and Zoe Edwards to the team and are excited by the expertise and enthusiasm they can bring to the setting. On that note Leila is our first level 3 apprentice, she already has a wealth of knowledge in early years but also SEND. Adam joining the team has enabled us to extend a much-needed placement for a SEND pupil which we are incredibly happy and proud of.

We feel we have good relationships with our families past and present and are keen to maintain this or improve it should there be a need. The coming year is our most diverse regarding English being a second language and the ethnicity of our families which we are excited to get to know and

# Balance Sheet

## Clanfield Pre-School As at 31 August 2022

31 AUG 2022

### Current Assets

#### Cash at bank and in hand

PayPal	565.43
Petty Cash Tin	120.46
Pre-School Main Account	7,395.42
Pre-School Reserves	40,120.75
<b>Total Cash at bank and in hand</b>	<b>48,202.06</b>

Accounts Receivable	3,552.60
---------------------	----------

<b>Total Current Assets</b>	<b>51,754.66</b>
-----------------------------	------------------

### Creditors: amounts falling due within one year

Accounts Payable	(2,797.31)
Income in Advance	10,410.30
Rounding	1.34
Suspense	(45.80)
<b>Total Creditors: amounts falling due within one year</b>	<b>7,568.53</b>

<b>Net Current Assets (Liabilities)</b>	<b>44,186.13</b>
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<b>Total Assets less Current Liabilities</b>	<b>44,186.13</b>
--	------------------

<b>Net Assets</b>	<b>44,186.13</b>
-------------------	------------------

### Capital and Reserves

Current Year Earnings	15,889.74
Retained Earnings	28,296.39
<b>Total Capital and Reserves</b>	<b>44,186.13</b>

# Profit and Loss

## Clanfield Pre-School For the year ended 31 August 2022

2022

### Turnover

2yr Government Funded Hours	9,570.60
2yr Private Fees	10,486.00
3yr Government Funded Hours	55,661.54
3yr Private Fees	6,587.10
Donations Received	210.72
Extended Services Income	1,705.00
EY Milk Subsidy	275.11
EYPP, Inclusion and Disability Funding Received	582.60
Forest School Income	3,482.50
Fundraising	1,400.38
Grants Received	12,871.00
Interest Income	20.61
Play Scheme Income	3,362.50
Sales	30.00
Snack and Sundries Charge	2,775.50
<b>Total Turnover</b>	<b>109,021.16</b>

### Gross Profit

**109,021.16**

### Administrative Costs

Audit & Accountancy fees	1,002.00
Bank Fees	315.09
Cleaning	992.68
Committee Costs	15.00
Consumables (Groceries)	586.11
Early Years Resources	290.58
EYPP/Inclusion Funding Purchase	174.27
Forest School Costs	2,149.15
Fundraising Costs	627.86
Fundraising Purchases	2,299.02
General Expenses	437.73
Household Support Fund Gift Cards	(350.00)
Insurance	586.09
Interest Paid	0.79
IT Software and Consumables	724.05
Light, Power, Heating	1,450.66
Milk	403.76
Pensions Costs	1,134.48
Play Scheme Expenses	287.62
Postage, Freight & Courier	36.70
Pre-School Equipment	1,501.11

2022

Printing & Stationery	347.19
Professional Fees	42.00
Rent	175.00
Repairs & Maintenance	3,341.54
Salaries	69,858.57
Staff Costs	1,044.54
Staff Training	1,628.21
Subscriptions	468.57
Telephone & Internet	1,079.76
Waste Disposal	320.40
Water Supply	160.89
<b>Total Administrative Costs</b>	<b>93,131.42</b>
<b>Operating Profit</b>	<b>15,889.74</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>15,889.74</b>
<b>Profit after Taxation</b>	<b>15,889.74</b>

Central Office – Cobweb Buildings  
The Lane  
Lyford  
Oxon  
OX12 0EE  
29 March 2023

To Whom It May Concern,

**Independent Examiner's Report to the Trustees of Clanfield Pre-School, Charity Registration No. 1119060.**

I report on the accounts of the pre-school for the year ended 31<sup>st</sup> August 2022, as attached to this letter.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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.

The Assistant Manager and Manager, prepare the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. The Treasurer reviews the accounts on a regular basis. Funds are held in a current account and a deposit account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Lesley Carson FCCA  
Director

**CLANFIELD PRE-SCHOOL**

England & Wales - Charity number 1119060

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# Accounts

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## Annual Report of Clanfield Pre-School December 2021

### Introduction:

Overall, it has been a positive year. The everchanging Covid restrictions and government guidance comes with its challenges but the committee and staff have navigated through them successfully and are pleased to say the running of the setting has not been massively affected. After the previous year's redundancies, the remaining staff pulled together creating and maintaining a quality provision.

**REITERATE the importance of the committee comprising of members of the preschool and the need for more parents to get on board – thank those in attendance tonight for coming.**

### Achievements:

In what has been a year dictated by a global pandemic Clanfield Pre-School remained open when expected (by Government). The staff continued to partake in continual professional development introducing activities with an added emphasis on personal wellbeing these activities included yoga which has been well received by the children and enjoyed by the group as a whole.

Laura continues to bring the administration into the 21<sup>st</sup> century with the ever-evolving administrative systems. At the time of writing all appropriate records are now held electronically also with appropriate accesses and permissions in place. The Baby's Days system allows sharing of information between staff and parents at the touch of a button.

Staff remain positive and working well as a team. As mentioned above the staff continue to take part in training and this is very much supported by the committee.

Forest School continues to be a highlight of the week. Enjoyed by all that attend, we continue to outsource this session to Mandy. Kellie is booked on to begin her formal Forest School lead training at Hill End this course will last approximately 9 months and once complete we will have the luxury of two forest leaders meaning more opportunities to expand our outdoor learning. Kellie's training has been funded by Bampton Community Fund for which we are grateful (their support continues to enable some fabulous things within our setting).

Fundraising has (due to the pandemic) been limited and thin on the ground, but Laura and Lou continue to attempt remote fundraisers including sponsored sports day, Daisyroots Pottery, Christmas card sale and the annual raffle. We have high hopes for more fundraising next year - restrictions allowing.

This year the setting continued to offer playscheme days during all but the Christmas half term this continues to be well received by the families that use it allowing parents to carry on working or quite simply bridging the gap and maintaining relationships for others. We have also rolled out our wraparound care which has been a slow burner but now has 4 regular users.

### Impact

25 children attending Clanfield Pre-School during the period September 2020 – August 2021 with 10 leaving us to go to reception class and another 3 moving on to other settings due to house moves

and family circumstance. 12 remained with us and were joined by another 6 in term one with a further 5 possibly 6 waiting to join in January 2022.

Once again transfer/transition for students has been impacted by the restrictions caused by covid with limited face to face transition time with their new class teachers.

### Looking to the future

Looking forward to extending our outdoor learning further. Our outside space has been an ongoing project and is now in good shape.

We welcome this academic year Veena Thakur to the team and are excited by the expertise, enthusiasm and first-hand diversity she can bring to the setting.

We feel we have good relationships with our families past and present and are keen to maintain this or improve it should there be a need.

# Profit and Loss

## Clanfield Pre-School

For the year ended 31 August 2021

2021

### Turnover

2yr Government Funded Hours	7,891.20
2yr Private Fees	11,375.00
3yr Government Funded Hours	33,348.16
3yr Private Fees	6,908.85
Donations Received	652.55
Early Years Pupil Premium Received	750.00
Extended Services Income	462.50
EY Milk Subsidy	290.58
Forest School Income	2,472.58
Fundraising	1,023.29
Grants Received	13,162.45
Interest Income	2.26
Play Scheme Income	1,977.50
Sales	1.60
Snack and Sundries Charge	2,471.00
<b>Total Turnover</b>	<b>82,789.52</b>

### Gross Profit

82,789.52

### Administrative Costs

Audit & Accountancy fees	1,443.36
Bank Fees	196.33
Cleaning	938.01
Committee Costs	152.32
Consumables (Groceries)	605.34
Early Years Pupil Premium Spent	425.86
Early Years Resources	946.18
Forest School Costs	1,482.66
Fundraising Costs	26.36
Fundraising Purchases	238.80
General Expenses	1,643.84
Insurance	937.75
Interest Paid	23.75
IT Software and Consumables	649.03
Light, Power, Heating	821.27
Milk	370.44
Pensions Costs	870.28
Postage, Freight & Courier	20.31
Pre-School Equipment	2,696.57
Printing & Stationery	428.37
Rent	150.00

2021

Repairs & Maintenance	824.23
Salaries	60,184.90
Staff Costs	286.01
Staff Training	474.89
Subscriptions	420.32
Telephone & Internet	757.85
Waste Disposal	296.80
Water Supply	602.28
<b>Total Administrative Costs</b>	<b>78,914.11</b>
<b>Operating Profit</b>	<b>3,875.41</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>3,875.41</b>
<b>Profit after Taxation</b>	<b>3,875.41</b>



inca

CARING ACCOUNTING

*where it's more than  
just the numbers*

Central Office – Cobweb Buildings  
The Lane  
Lyford  
Oxon  
OX12 0EE  
31 January 2022

To Whom It May Concern,

**Independent Examiner's Report to the Trustees of Clanfield Pre-School, Charity Registration No. 1119060.**

I report on the accounts of the pre-school for the year ended 31<sup>st</sup> August 2021, as attached to this letter.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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.

The Assistant Manager and Manager, prepare the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. The Treasurer reviews the accounts on a regular basis. Funds are held in a current account and a deposit account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely

Lesley Carson FCCA  
Director

**CLANFIELD PRE-SCHOOL**

England & Wales - Charity number 1119060

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# Accounts

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Charity Registration No. 1119060

**CLANFIELD PRE-SCHOOL**  
**TRUSTEES' REPORT AND UNAUDITED RECEIPTS AND PAYMENT**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

# CLANFIELD PRE-SCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr R Craik  
Mrs R Craik  
V Dix  
A Reeves  
N Hobbs  
C Foley  
Mrs L Roberts  
Mr C Regent  
Mrs V Banbury  
Mrs L Newton

**Charity number**

1119060

**Principal address**

Homestead  
Main Street  
Clanfield  
Bampton  
Oxon  
OX18 2SH

**Independent examiner**

Whitley Stimpson Limited  
Penrose House  
67 Hightown Road  
Banbury  
Oxfordshire  
OX16 9BE

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# CLANFIELD PRE-SCHOOL

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Trustees' report	1 - 2
Independent examiner's report	3
Receipts and payments account	4
Statement of assets and liabilities	5

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# CLANFIELD PRE-SCHOOL

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020

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The trustees present their report and accounts for the year ended 31 August 2020.

### **Structure, governance and management**

The charity was established by a charitable trust deed on 3 May 2007. It is an unincorporated entity.

The trustees who served during the year were:

Mr R Craik	
Mrs R Craik	
Mrs K Alder	(Resigned 1 June 2020)
Mrs N Clarke	(Resigned 19 September 2019)
Mrs V Park-Pearson	(Resigned 19 September 2019)
Mr G Alder	(Resigned 1 June 2020)
V Dix	(Appointed 17 September 2020)
A Reeves	(Appointed 17 September 2020)
N Hobbs	(Appointed 17 September 2020)
C Foley	(Appointed 17 September 2020)
Mrs L Roberts	
Mr C Regent	(Appointed 17 September 2020)
Mrs V Banbury	(Appointed 19 September 2019)
Mrs L Newton	

The power to appoint new trustees lies with the trustees.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Objectives and activities**

The charity's objects are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability
- encouraging the study of needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
- instigating and adhering to and furthering the aim of the pre-school learning alliance.

There has been no change in these objectives and activities during the year.

There are no plans to change the activities of the charity going forward.

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

### **Achievements and performance**

We have made great strides in re-organizing procedures which started in earlier years and are extremely proud that we have regained our Ofsted rating of 'Good', all those involved should be very proud of the commitment and hard work. The finances have been well monitored and used sparingly with the plan to improve certain areas of the setting next year. Staffing levels will have to be looked at as the number of children will fluctuate.

# CLANFIELD PRE-SCHOOL

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

---

### **Financial review**

The trustees' consider that the charity's financial position at the end of the year is satisfactory.

It is not the policy of the trustees to accumulate funds. The trustees have reviewed the reserves of the charity and this review encompassed the nature of the income and expenditure streams, the need to match variable income with commitments and the nature of the reserves. The trustees consider the current level of free reserves, which is represented by the balance of funds at the year end of £29,388 is sufficient to enable the charity to meet its charitable objectives.

### **On behalf of the board of trustees**

Mr R Craik

Dated: 28 October 2020

# CLANFIELD PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CLANFIELD PRE-SCHOOL

---

I report on the accounts of the charity for the year ended 31 August 2020, which are set out on pages 4 to 5.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as 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 matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated: 28 October 2020

**Malcolm Higgs FCA**  
**Whitley Stimpson Limited**  
Penrose House  
67 Hightown Road  
Banbury  
Oxfordshire  
OX16 9BE

# CLANFIELD PRE-SCHOOL

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

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	2020	2019
	£	£
<b><u>Receipts</u></b>		
Funds and donations	<b>72,527</b>	96,835
Investment income	<b>37</b>	34
	<hr/>	<hr/>
Fundraising	<b>1,322</b>	1,905
	<hr/>	<hr/>
<b>Total receipts</b>	<b>73,886</b>	98,774
	<hr/>	<hr/>
<b><u>Payments</u></b>		
<b>Charitable activities</b>		
Staff costs, admin and services	<b>69,800</b>	73,513
Resources, training and fundraising	<b>192</b>	1,624
Equipment, phone and advertising	<b>768</b>	991
Consumables, refreshments and sundries	<b>5,626</b>	2,389
	<hr/>	<hr/>
<b>Total payments</b>	<b>76,386</b>	78,517
	<hr/>	<hr/>
<b>Net receipts/(payments) for the year</b>	<b>(2,500)</b>	20,257
	<hr/>	<hr/>
Fund balances at 1 September 2019	<b>31,888</b>	11,631
	<hr/>	<hr/>
<b>Fund balances at 31 August 2020</b>	<b>29,388</b>	31,888
	<hr/> <hr/>	<hr/> <hr/>

# CLANFIELD PRE-SCHOOL

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2020

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	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Cash at bank and in hand		<u>29,388</u>		<u>31,888</u>	
<b>Total assets less current liabilities</b>			<u><u>29,388</u></u>		<u><u>31,888</u></u>
<b>Income funds</b>					
Unrestricted funds			<u>29,388</u>		<u>31,888</u>
			<u><u>29,388</u></u>		<u><u>31,888</u></u>

The accounts were approved by the Trustees on 28 October 2020

Mr R Craik