

Trustees' Annual Report for the period

From 01 September 2022 to 31 August 2023

Section A

Reference and administration details

Charity name

Little Owls Preschool (Boxted)

Other names charity is known by

Registered charity number (if any)

1129755

Charity's principal address

King George Playing Field, Cage Lane,

Boxted

Colchester

Postcode

CO4 5RE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Laura Wells	Chair		
2	Emma Good	Secretary		
3	Denise Rehal	Treasurer		
4	Nicola Bloomfield			
5	Keziah Lucking			
6	Joanne Partridge			
7	Angela McLean			
8	Stuart Potter			
9	Hannah Page			
10				
11				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Articles of Association
How the charity is constituted (eg. trust, association, company)	Company limited by guarantee
Trustee selection methods (eg. appointed by, elected by)	Elected by members. Trustees can also be co-opted onto the Trustees by agreement of the Trustees. Any co-opted member will retire or be elected as a Trustee at the next AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Registered by Ofsted on the Early Years Register and inspected accordingly. Operates under the Early Years Foundation Stage statutory framework. Member of the Early Years Alliance and partner of Essex County Council Early Years and Childcare.

Staff and trustees subject to Disclosure and Barring Service checks and all hold enhanced disclosures. New staff members are appointed by the trustees in consultation with the manager and business manager, who have received training in safer recruitment practices. All staff receive training in safeguarding children and the setting has two designated safeguarding lead officers and one deputy safeguarding lead officer.

Trustees form the "Registered person" under Ofsted requirements and have overall responsibility for the organisation. Daily running of the setting is led by the preschool manager, business manager and deputy preschool manager.

In line with the governing documents, the majority of trustees are parents of children at the preschool.

Summary of the objects of the charity set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by

1. offering appropriate play, education and care 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 the such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
2. encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;
3. instigating and adhering to and furthering the aims and objects of the Early Years Alliance,

Activities of the preschool are in line with the guidance and requirements of the Early Years Foundation Stage framework and are inspected and monitored by Ofsted. In December 2019 the preschool was inspected by Ofsted and rated good.

Since January 2020 the setting has a preschool manager and business manager, working together to make sure that the aims of the preschool are achieved, that the preschool remains sustainable and that the welfare and learning and development requirements of the EYFS are met.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The preschool is an independent, voluntary setting and delivers free early education for 2-, 3- and 4-year-olds through a contract with Essex County Council. The setting offers eligible families up to 30 hours per week of funded childcare, as part of the government's extended offer. This enables the setting to contribute to the government aim of providing disadvantaged children and families with good early education and childcare. Fees are kept to a level which cover costs and provides sufficient funds to improve the service and resources we provide. Care is taken to ensure that families are not excluded because of inability to pay the fees and that families are welcomed whatever their circumstances and back grounds. Parents are able to become members of the preschool free of charge. Parents are encouraged to take up membership, volunteer at the preschool and become trustees.

The charity trustees have had due regard to the guidance on public benefit published by the Charity Commission and have complied with the duty in section 4 of the charities Act 2006.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The preschool is highly regarded in the local community. Families living in Boxted value the preschool and families from areas in nearby Colchester most often come to us by word-of-mouth recommendation.

With much new housing in nearby areas, there is high demand for early years places. The setting ensures that places are available for children living in Boxted (who do not have access to regular public transport and sometimes do not have a car). Beyond that, our priorities are children entitled to government funding, looked after children and families who can benefit from extra support.

The preschool has completed returned to normal day to day running now Covid-19 is well behind us. We continued with certain procedures brought in during the pandemic as we found these to work better than before. One being that parents say good-bye at the gate and the children come into preschool with staff. To ensure we remain as free as possible from viruses we have maintained the same cleaning regime as was in place during COVID-19. We have remained open full time through the year to ensure we have been able to provide our parents with the childcare they rely on to enable them to work.

We continue to remain at full capacity and regularly have new enquiries for new starters. We continue to have a waiting list for parents requiring sessions through the current academic year and have a long waiting list for the new academic year.

Forest School is now operating each term throughout the academic year. There is no additional charge and this is a very welcomed addition to our sessions with parents expressing delight at the opportunity this gives their children. It also builds on the learning environment for children of more disadvantaged families. The children thoroughly enjoy these sessions.

Brief statement of the charity's policy on reserves

The financial position at the end of a normal running year remains strong with good cash reserves. There was no need for any fees to be refunded during the year.

Little Owls Preschool holds

1. an unrestricted fund of no more than £40,000 as a contingency to cover 3 months running costs if necessary. This may be necessary to allow the preschool to continue running in the event of a low number of children on roll over a period of time.
2. An unrestricted fund of no more than £60,000 to be used on maintenance of the building and garden area and replacement of essential fixtures such as heating systems, flooring etc. This may in the future be necessary to provide funds towards a replacement building when the current building comes to the end of its life.

As at 31 August 2023, the reserves held were

1. 35,726.58
2. 29,214.30

Details of any funds materially in deficit

There are no funds materially in deficit.

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fundraising returned to near normal levels, although the cost of living crisis has not helped this. The main fundraising was from a well-supported sponsored fun run held in May, then a small raffle held at Christmas and a very small amount raised from the sale of preschool un-essential school uniform.

The main expense that the fundraising was used for was a large wooden outdoor storage unit that was bespoke built to enable the children to access all outdoor toys. The sections of the perimeter fence and gate to the garden and gate to the side garden needed replacing to ensure the children were kept safe.


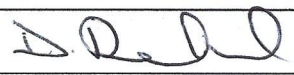
Expenditure on other new resources was managed very carefully and the purchase of art and craft resources was also managed carefully as we continue to use stock.


Principal sources of funds: free early education entitlement funding from Essex County Council, fees, fundraising.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laura Catherine Wells	Denise Rehal
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 

Little Owls Preschool (Boxted) 6870915**Balance Sheet as at 31 August 2023**

	Notes	£	£
Fixed Assets			
Building	1		187,967
Furniture, Equipment & Toys	7		6,316
Total Fixed Assets			194,283
Current Assets			
Bank Current Account		45,109	
Bank Deposit Account		64,941	
Cash		0	
Debtors	3	0	
Total Current Assets		110,050	
Current Liabilities			
Creditors	4	9,848	
Pre-paid fees		0	
Accruals & committed expenditure	5	300	
Total Current Liabilities		10,148	
Net Current Assets			99,902
Total Assets less Current Liabilities			294,185
Capital & Reserves	6, 8		
Unrestricted Reserves b/fwd			106,331
Unrestricted Reserves transferred in			0
Unrestricted Operating surplus for year			-113
Restricted Funds, Building			187,967
			294,185

Audit Exemption Statement

For the period ending 31.8.23 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.



Directors' Responsibility:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of the Board of Trustees by

09/01/2024

**Notes to the Financial Statements
for the year ended 31 August 2023**

1 Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and on an accruals basis in accordance with Charities SORP.

Turnover

Turnover represents operating income being fees, fundraising, donations & Essex CC child funding grant

Tangible fixed assets

Furniture and office equipment with original cost value or transfer value of £100 and above are treated as fixed assets. Depreciation is provided at 20% per annum on cost or transfer in order to write off each asset over its estimated useful life.

The building was funded with an ECC grant. Should the building be disposed of then the proceeds are restricted. The asset & the restriction are being amortised over the 30 year expected life of the building on a straight line basis

2 Operating Profit

The operating profit is stated after charging:

	2022	2023
	£	
Depreciation	1,917	2,385

3 Debtors : Amounts falling due within 1 year

	2022	2023
	£	
Fees due	168	0
	<u>168</u>	<u>0</u>

4 Creditors : Amounts falling due within 1 year

	2022	2023
	£	
Trade Creditors	£595	312
Other creditors & deferred income	£8,537	9,536
	<u>£9,132</u>	<u>£9,848</u>

5 Accruals & committed expenditure

2022	2023
£	£
300	300

6 Tangible Fixed Assets : Restricted

The Company benefitted from a grant from Essex CC to cover the entire cost of a new building, commissioned in Sept 2010. The building is expected to have a useful life of 30 years, and the balance sheet reflects the amortisation of the asset and the restrictions on the use of the proceeds which apply under the terms of the grant should it be disposed of, on a straight line basis.

	£
Total grant received :	331,707
Less : Amortisation for period 9/2010 - 8/2023	-143,740
	<u>187,967</u>

Little Owls Preschool (Boxted) 6870915

**Statement of Financial Activities
For period 1.9.22 - 31.8.23**

	Notes	2021/22	2022/23
Operating Income			
Fees		36,642	39,366
Essex CC Funding Grant		119,092	115,794
Registration Fees		40	120
Fundraising		2,413	2,461
Donations / Other		7,801	66
Interest Received		6	231
	1	<u>165,995</u>	<u>158,038</u>
Operating Expenditure			
Payroll incl. NI and Employer Pension		124,599	131,604
Premises Costs & Repairs		4,671	5,704
Business Rates		315	276
Utilities & Water		4,023	2,621
Catering costs		774	820
Consumables		3,346	3,397
Minor equip items & repairs		946	3,912
Office Costs & admin		3,299	1,941
Insurance		2,768	2,922
Training		760	560
Fundraising expenses		925	1,009
Miscellaneous expenditure		663	1,001
Depreciation		1,917	2,385
		<u>149,006</u>	<u>158,151</u>
Total Net Operating Income	2	<u>16,989</u>	<u>-113</u>

Notes to the Financial Statements - continued
for the year ended 31 August 2023

7 Tangible Fixed Assets : Unrestricted

Fixed Asset Register at 31 August 2023 depreciated over 5 years, straight line basis

	Cost at acquisition	Depn. b/f	NBV B/fwd	Depn. For period	Depn. c/fwd	NBV at 31.8.23
Brought Forward	£26,902	£19,185	£7,717	£2,287	£21,472	£5,430
Disposals in period	£0	£0	£0	£0	£0	£0
Additions in period	£984	£0	£0	£98	£98	£886
Balance	27,886	19,185	7,717	2,385	21,570	6,316

8 Reserves

	2022 £	2023
Reserves b/fwd	89,342	106,331
Unrestricted Reserves transferred in		
Unrestricted Operating surplus for year	16,989	-113
Restricted Funds, Building	199,024	187,967
	305,355	294,185



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

LITTLE OWLS PRESCHOOL (BOXTED)

On accounts for the year
ended

31.08.2023

Charity no
(if any)

1129755

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.08.2023

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30.11.2023

Name:

AMIN ADHAR

Relevant professional
qualification(s) or body

QBE

(if any):

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Address:

SEVEN GABLES, CROSSFIELD WAY
BOKTON
COLCHESTER CO4 5SP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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