

Company registration number: 07326565

Charity registration number: 1137934

Little Oak Pre-School (Witney) Limited

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 July 2021

J M Russell FCA
37 Market Square
Witney
Oxfordshire
OX28 6RE

Little Oak Pre-School (Witney) Limited

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Little Oak Pre-School (Witney) Limited

Reference and Administrative Details

Trustees	C Putt
	S Potter
	R Hambidge
Charity Registration Number	1137934
Company Registration Number	07326565
Registered Office	The charity is incorporated in England and Wales.
	50A Holford Road
	Witney
Principal Office	Oxon
	OX28 5NG
	C/o Queen Emma's Primary School
Independent Examiner	Burwell Drive
	Witney
	Oxon
Bankers	OX28 5LP
	J M Russell FCA
	37 Market Square
	Witney
	Oxfordshire
	OX28 6RE
	Barclays Bank Plc
	Witney

Little Oak Pre-School (Witney) Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 July 2021.

Objectives and activities

Objects and aims

The charity's broad object is 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.

As a charity we offer appropriate play, education and care facilities for children aged 2+ to 4+. The children benefit by a well thought out curriculum following the Early Years Foundation Stage.

Public benefit

When planning activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit and by:

- 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 that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;
- Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance the trustees believe that this guidance is being followed.

The children benefit by attending the school and enjoying the facilities offered. Their parents can directly participate or can enjoy their ability to access work whilst the children are cared for. In the wider community the public are benefited by the improved behaviour and integration of the children into the local society and potentially through life as well grounded members of the community. By engendering in the children and their immediate families the link between the small community of the school and the local area, the general public are able to recognise and participate in the education process of future generations.

Whilst a fee is levied by the school, each family has the right to claim 15 hours of Nursery Education Funding (available to all children the term following their third birthday), as well as "Two Year Old" funding and "Extended" funding totalling 30 Hours (where entitled), per week, term time, from the County Council. Where this is not enough and the child requires further time which is unfunded, then the school will assist in researching and claiming from other sources where possible. Children with special needs are individually budgeted for within the pre-school in addition to any other special grants received for them, to ensure they have the 1:1 care that they need. Where there are cases of hardship, the school is flexible in its requests for payment and indeed in some cases will waive its fees altogether, thus ensuring that the facility is open to all.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Little Oak Pre-School (Witney) Limited

Trustees' Report

Achievements and performance

Marlene Curtis resigned as Pre-school Manager December 2020. Existing employees Nicola Godfrey and Rachael Jarvie accepted joint management from 1 January 2021. Nicola Godfrey is Pre-school Manager with primary responsibility for staff and the pre-school. Rachael Jarvie is Office Manager and is responsible for administration, payroll etc.

This year we have seen a decrease in grant funding and an increase in fees paid by parents/carers. The year started with a large number of children with "two year old" funding but finished with only a few.

There has been no fundraising at all this year due to covid restrictions as most of our fundraising is "face to face" and also due to concern for the welfare of our families on low income.

We will be improving the outdoor area during the summer holidays - some staff have offered their time for free. The building needs some attention and our next project is to replace some panels to the rear of the building and form up some window frames. Quotes to be obtained September 2021.

The inside space has been reorganised to allow "bubbles" when they were required and the changes kept as they much improved the useable space indoors.

We were pleased to be able to use some of our EYPP (Early Years Pupil Premium) funding to offer some free sessions to four of our children. This allowed some children to have longer days and some to have lunch sessions in preparation for when they attend primary school.

Financial review

The attached financial statements show the current state of the finances which the board consider to be acceptable.

Overall income was higher than the previous year and direct expenditure lower.

Cleaning costs have decreased too as management are still ensuring best value for money. It was anticipated that staff costs would increase slightly this year with more training courses booked but costs have actually decreased again. This is mainly due to management carefully considering staff numbers required. Daily cleaning has also been undertaken by staff during covid with no "cleaner" employed. Pre-school will open September 2021 with a very healthy number of children and employment of a cleaner will have to be considered.

Policy on reserves

The trustees aim to maintain free reserves at a level equivalent to three months' salary costs. The reserves at the end of the period were in excess of this at £74,000. Due to the ageing building, some of this will be used for more maintenance work expected in the near future.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

C Putt

S Potter

R Hambidge (appointed 1 December 2020)

Little Oak Pre-School (Witney) Limited

Trustees' Report

Structure, governance and management

Nature of governing document

The company was incorporated on 27 July 2010 under company number 07326565 and registered as a charity at the Charity Commission on 9 September 2010 under number 1137934. The charity is known as 'Little Oak Pre-School'. The governing document is the Memorandum and Articles of Association.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Little Oak Pre-School (Witney) Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 18-1-22 and signed on its behalf by:

S Potter

S Potter
Trustee

Little Oak Pre-School (Witney) Limited

Independent Examiner's Report to the trustees of Little Oak Pre-School (Witney) Limited ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors 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 Little Oak Pre-School (Witney) Limited are not required to be audited 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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Little Oak Pre-School (Witney) Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

J M Russell FCA

37 Market Square
Witney
Oxfordshire
OX28 6RE

Date: 19.1.22

Little Oak Pre-School (Witney) Limited

Statement of Financial Activities for the Year Ended 31 July 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:				
Charitable activities	3	<u>128,374</u>	<u>128,374</u>	<u>125,088</u>
Total income		<u>128,374</u>	<u>128,374</u>	<u>125,088</u>
Expenditure on:				
Charitable activities	4	<u>(129,334)</u>	<u>(129,334)</u>	<u>(111,556)</u>
Total expenditure		<u>(129,334)</u>	<u>(129,334)</u>	<u>(111,556)</u>
Net (expenditure)/income		<u>(960)</u>	<u>(960)</u>	<u>13,532</u>
Net movement in funds		(960)	(960)	13,532
Reconciliation of funds				
Total funds brought forward		<u>75,255</u>	<u>75,255</u>	<u>61,722</u>
Total funds carried forward	12	<u><u>74,295</u></u>	<u><u>74,295</u></u>	<u><u>75,254</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 12.

The notes on pages 8 to 14 form an integral part of these financial statements.

Little Oak Pre-School (Witney) Limited

(Registration number: 07326565)

Balance Sheet as at 31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	9	7,624	10,971
Current assets			
Stocks		81	80
Debtors	10	625	1,902
Cash at bank and in hand		<u>70,250</u>	<u>65,912</u>
		70,956	67,894
Creditors: Amounts falling due within one year	11	<u>(4,285)</u>	<u>(3,611)</u>
Net current assets		<u>66,671</u>	<u>64,283</u>
Net assets		<u>74,295</u>	<u>75,254</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>74,295</u>	<u>75,254</u>
Total funds	12	<u>74,295</u>	<u>75,254</u>

For the financial year ending 31 July 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 18-1-22 and signed on their behalf by:



S Potter
Trustee

The notes on pages 8 to 14 form an integral part of these financial statements.

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

1 Charity status

The charity is limited by share capital, incorporated in England and Wales.

The address of its registered office is:

50A Holford Road
Witney
Oxon
OX28 5NG

The principal place of business is:

C/o Queen Emma's Primary School
Burwell Drive
Witney
Oxon
OX28 5LP

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Little Oak Pre-School (Witney) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

Incoming resources

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in the category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Portacabin	over 12 years
Fixtures and fittings	15% reducing balance basis

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Items donated for resale or distribution are not included in the financial statements until they are sold or distributed

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

3 Income from charitable activities

	Unrestricted funds General £	Total funds £
	128,374	128,374
Total for 2021	128,374	128,374
Total for 2020	125,088	125,088

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

4 Total resources expended

	Unrestricted		Total	Total
	Charitable	Governance	2021	2020
	Activities			
	£	£	£	£
Wages and salaries	94,646	-	94,646	96,673
Staff NIC (Employers)	717	-	717	1,646
Staff pensions (Defined contribution)	1,569	-	1,569	1,436
Establishment costs	6,622	-	6,622	3,034
Repairs and maintenance	4,477	-	4,477	2,046
Office expenses	2,955	-	2,955	2,824
Printing, postage and stationary	1,663	-	1,663	1,943
Subscriptions and donations	811	-	811	621
Pre-School Consumables	3,953	-	3,953	1,072
Pre-School Refreshments	842	-	842	797
Sundry expenses	1,092	-	1,092	190
Staff Welfare and Refreshments	636	-	636	477
Childrens' Entertainment and Workshops	335	-	335	291
Cleaning	264	-	264	354
Independent examiner's fee	-	1,425	1,425	1,353
Payroll costs	3,090	-	3,090	3,022
Bank charges	90	-	90	129
Depreciation, amortisation and other similar costs	3,346	-	3,346	3,509
Small Business Grant	-	-	-	(10,000)
Bad debts written off	253	-	253	-
Bank interest receivable	(56)	-	(56)	-
Staff training	604	-	604	139
	<u>127,909</u>	<u>1,425</u>	<u>129,334</u>	<u>111,556</u>

5 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2021	2020
	£	£
Depreciation of fixed assets	<u>3,346</u>	<u>3,509</u>

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

6 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

7 Staff costs and numbers

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Charitable activities	<u>11</u>	<u>11</u>

No employee received emoluments of more than £60,000 during the year.

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

9 Tangible fixed assets

	Portacabin £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2020	29,133	22,097	51,230
At 31 July 2021	29,133	22,097	51,230
Depreciation			
At 1 August 2020	24,286	15,973	40,259
Charge for the year	2,428	919	3,347
At 31 July 2021	26,714	16,892	43,606
Net book value			
At 31 July 2021	2,419	5,205	7,624
At 31 July 2020	4,847	6,124	10,971

10 Debtors

	2021 £	2020 £
Trade debtors	500	227
Prepayments	125	-
Other debtors	-	1,675
	625	1,902

11 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	984	-
Other creditors	-	1,060
Accruals	3,301	2,551
	4,285	3,611

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2021

12 Funds

	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Balance at 31 July 2021 £
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Unrestricted funds

General	<u>75,255</u>	<u>128,374</u>	<u>(129,334)</u>	<u>74,295</u>
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	Balance at 1 August 2019 £	Incoming resources £	Resources expended £	Balance at 31 July 2020 £
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Unrestricted funds

General	<u>61,722</u>	<u>125,088</u>	<u>(111,556)</u>	<u>75,254</u>
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13 Analysis of net assets between funds

	Unrestricted General £	Total funds £
Tangible fixed assets	7,624	7,624
Current assets	70,956	70,956
Current liabilities	<u>(4,285)</u>	<u>(4,285)</u>
Total net assets	<u>74,295</u>	<u>74,295</u>

	Unrestricted funds General £	Total funds at 31 July 2020 £
Tangible fixed assets	10,971	10,971
Current assets	67,894	67,894
Current liabilities	<u>(3,611)</u>	<u>(3,611)</u>
Total net assets	<u>75,254</u>	<u>75,254</u>