

Little Oak Pre-School (Witney) Limited
Trustee's Report year ending 31st July 2024

The trustee's, 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 31st July 2023.

Trustees

C Putt

S D Potter

R Hambidge

L Bruton

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+ years to 4+ years. 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 guidance on public benefit and by:

- Offering appropriate play, education and care facilities for the children and training courses for staff, together with the right of parents 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 staff to 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 pre-school and enjoying the facilities offered. Their parents can enjoy their time or 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 engaging the children and their immediate families the link between the small community of the pre-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 & HMRC. Where this is not enough and the child requires further time which is unfunded, then the pre-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 they need. Where there are cases of hardship, the pre-

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.

Achievements and performance

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. Again, our outdoor area was tidied and cleaned during the summer holidays and it was decided to remove the playhouse on legs as it has seen better days, We were pleased to be able to use some of our EYPP (Early Years Pupil Premium) funding and Deprivation funding to use a local company called "Big Foot" to design and erect a beautiful wooden bus, with petrol pumps and a pagoda to allow pre-school to provide cover in the summer. It has massively improved the presentation of pre-school from our lane entrance.

We have again used some of our EYPP (Early Years Pupil Premium) funding to offer some free lunch sessions to some of our children to help prepare for school. EYPP funding is given directly to the pre-school to help less advantaged children who will typically go on to qualify for free school meals when they attend primary school. EYPP can also be used for small group work to help with speech and language, outdoor clothing including primary school uniform and anything that helps to encourage regular attendance and improve the quality of the child's time at pre-school.

Financial review

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

Overall pre-school are pleased to show that income is higher than the previous year and expenditure lower.

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 £35,000. Due to the ageing building, some of this will be used for more maintenance work expected in the near future.

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.

Recruitment and appointment of trustees

R Hambidge – removed 1.8.2019 and reinstated 2.10.2020

L Bruton appointed 7.5.2024

Bank Receipts

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Date	Details	Total	Grants	Fees	Fees (trf to Petty Cash)	Fundraising	Int received	Milk	Christmas party	Other
4.8.23	Fee's 100159	361.50		361.50						
4.8.23	Barclays Interest	0.27					0.27			
9.8.23	DH Wfru Nursery Milk Reimburs	67.95						67.95		
15.8.23	OCC SEN	1,001.48	1,001.48							
23.8.23	OCC SEN	2,268.96	2,268.96							
5.9.23	Barclays Interest	0.82					0.82			
8.9.23	Fee's ERL	3.50		3.50						
8.9.23	Fee's RLE	206.50		206.50						
11.9.23	Fee's RW	257.00		257.00						
11.9.23	Fees MCL	486.50		486.50						
12.9.23	Fee's LH	45.50		45.50						
12.9.23	Fee's IO	118.50		118.50						
12.9.23	Fee's EO	210.50		210.50						
13.9.23	Fee's OF	302.50		302.50						
13.9.23	Fee's GDS	729.50		729.50						
14.9.23	Fee's HH	3.50		3.50						
15.9.23	OCC Funding	21,634.99	21,634.99							
19.9.23	Fee's MC	100.00		100.00						
21.9.23	Fee's EG	45.50		45.50						
21.9.23	Fee's WG	237.50		237.50						
22.9.23	Fee's MC	100.00		100.00						
25.9.23	Fee's J&GA	7.00		7.00						
28.9.23	Fee's MO	147.50		147.50						
28.9.23	Fee's LW	198.50		198.50						
29.9.23	Fee's GB	199.50		199.50						
29.9.23	Fee's RS	258.50		258.50						
29.9.23	Fee's EW	556.00		556.00						
5.10.23	Fee's NP	3.50		3.50						

5.10.23	Fee's FN	3.50		3.50					
9.10.23	Fee's MC	3.00		3.00					
12.10.23	Fee's DK	276.50		276.50					
12.10.23	Fee's LJ	224.00		224.00					
13.10.23	Fee's DMC	378.50		378.50					
20.10.23	Fee's EB	13.50		13.50					
20.10.23	Fee's SR	250.00		250.00					
20.10.23	Fee's AA	853.50		853.50					
20.10.23	Fee's AmA	3.50		3.50					
24.10.23	OCC Household Support Fund	675.00						675.00	
31.10.23	Fee's NP	3.50		3.50					
31.20.23	Fee's LH	56.00		56.00					
31.10.23	Fee's LJ	34.00		34.00					
1.11.23	Fee's ERL	3.50		3.50					
1.11.23	Fee's RS	332.00		332.00					
2.11.23	Fee's RW	285.00		285.00					
2.11.23	Fee's HH	3.50		3.50					
3.11.23	Fee's OF	348.50		348.50					
6.11.23	OCC Funding	19,056.87	19,056.87						
7.11.23	OCC SEN	2,695.00	2,695.00						
7.11.23	Fee's LJ	34.00		34.00					
8.11.23	Fee's EB	10.00		10.00					
9.11.23	Fee's IO	136.50		136.50					
9.11.23	Fee's EO	348.50		348.50					
14.11.23	Fee's GDS	400.00		400.00					
14.11.23	Fee's LJ	34.00		34.00					
20.11.23	Fee's LW	133.00		133.00					
20.11.23	Fee's RLE	210.00		210.00					
20.11.23	DH Wfru Nursery Milk Reimburs	69.00				69.00			
21.11.23	Fee's MCL	497.00		497.00					
21.11.23	Fee's LJ	34.00		34.00					
23.11.23	Fee's MC	112.00		112.00					
24.11.23	Fee's EG	59.50		59.50					
24.11.23	Fee's LW	269.50		269.50					

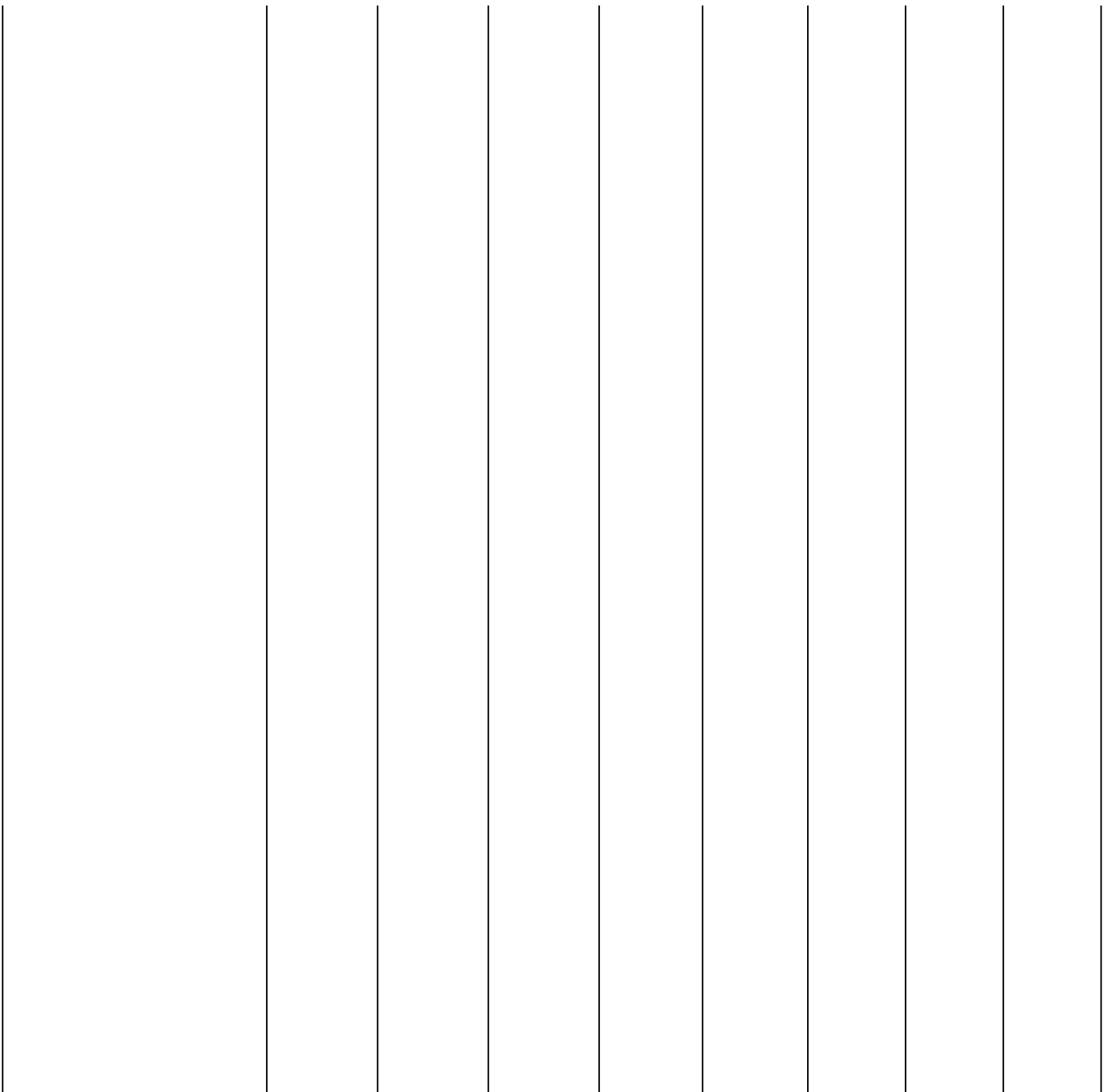
24.11.23	Fee's WG	315.50		315.50					
24.11.23	Fee's RS	332.00		332.00					
24.11.23	Fee's GDS	400.00		400.00					
24.11.23	Fee's EW	627.00		627.00					
24.11.23	Fee's AmA	3.50		3.50					
24.11.23	Fee's FN	3.50		3.50					
27.11.23	Fee's GDS	17.50		17.50					
27.11.23	Fee's GB	213.50		213.50					
28.11.23	Fee's SR	200.00		200.00					
28.11.23	Fee's LJ	34.00		34.00					
29.11.23	Anchorage Chambers	1.45		1.45					
30.11.23	Fee's MO	99.00		99.00					
4.12.23	Fee's J&GA	7.00		7.00					
5.12.23	Fee's LJ	34.00		34.00					
6.12.23	Fee's KW	3.50		3.50					
6.12.23	Fee's OF	19.50		19.50					
7.12.23	Fee's SR	97.00		97.00					
12.12.23	Fee's LJ	34.00		34.00					
19.12.23	OCC Funding	141.62	141.62						
27.12.23	Fee's AmA	958.00		958.00					
17.1.24	Fee's ERL	3.50		3.50					
17.1.24	Fee's LW	3.50		3.50					
17.1.24	Fee's RW	38.50		38.50					
17.1.24	Fee's OF	233.50		233.50					
18.1.24	OCC Funding	22,638.74	22,638.74						
19.1.24	Fee's LW	87.00		87.00					
19.1.23	Fee's RLE	145.00		145.00					
19.1.24	Fee's RS	425.00		425.00					
23.1.24	Fee's J&GA	7.00		7.00					
23.1.24	Fee's MC	145.00		145.00					
23.1.24	Fee's LJ	34.00		34.00					
24.1.24	Fee's LH	35.00		35.00					
24.1.24	OCC Household Support Fund	30.00							30.00
25.1.24	Fee's HH	3.50		3.50					

29.1.24	Fee's IO	84.00	1,500.00	84.00						
29.1.24	Fee's EO	233.50		233.50						
29.1.24	Fee's LJ	68.00		68.00						
30.1.24	Fee's OP	216.00		216.00						
31.1.24	Fee's GDS	531.50		531.50						
1.2.24	Fee's EG	35.00		35.00						
1.2.24	Fee's WG	386.00		386.00						
2.2.24	Fee's LJ	60.50		60.50						
5.2.24	Fee's GB	145.00		145.00						
5.2.24	Fee's MCL	347.50		347.50						
5.2.24	Department of Education	1,500.00							Expert & Mentors	
5.2.24	Fee's FN	3.50		3.50						
6.2.24	Fee's DMC	205.25		205.25						
7.2.24	Fee's BB	3.50		3.50						
7.2.24	Fee's SR	200.00		200.00						
8.2.24	Fee's TCR	7.00		7.00						
16.2.24	OCC Household Support Fund	240.00							240.00	
19.2.24	Fee's EW	3.50		3.50						
19.2.24	Fee's TCR	3.50		3.50						
19.2.24	Fee's ERL	3.50		3.50						
19.2.24	Fee's EW	10.50		10.50						
19.2.24	Fee's LH	45.50		45.50						
19.2.24	Fee's RS	173.50		173.50						
19.2.24	Fee's AA	3.50		3.50						
20.2.24	Fee's LW	98.50		98.50						
20.2.24	Fee's OF	279.50		279.50						
20.2.24	Fee's AmA	631.00		631.00						
22.2.24	Fee's RW	42.00		42.00						
22.2.24	Fee's MC	78.50		78.50						
26.2.24	OCC Household Support Fund	15.00							15.00	
28.2.24	Fee's IO	105.00		105.00						
28.2.24	Fee's EO	256.50		256.50						
28.2.24	Fee's GDS	641.50		641.50						
29.2.24	Fee's EG	45.50		45.50						

29.2.24	Fee's WG	513.50		513.50						
1.3.24	Fee's J&GA	7.00		7.00						
1.3.24	Fee's GB	177.50		177.50						
1.3.24	Fee's RS	342.00		342.00						
1.3.24	Fee's OP	256.50		256.50						
4.3.24	OCC Funding	18,338.33		18338.33						
4.3.24	Fee's LJ	45.00		45.00						
5.3.24	OCC SEN	924.00		924.00						
8.3.24	Fee's RLE	155.50		155.50						
12.3.24	OCC PDP3 Cohot payment	293.34	293.34							
19.3.24	Fee's LJ	33.00		33.00						
20.3.24	Fee's LW	3.50		3.50						
20.3.24	Fee's CMW	177.00		177.00						
20.3.24	Fee's MCL	380.00		380.00						
20.3.24	Fee's AmA	732.50		732.50						
20.3.24	Fee's AA	3.50		3.50						
21.3.24	Fee's TCG	3.50		3.50						
21.3.24	Fee's SR	240.00		240.00						
21.3.24	Fee's KW	560.00		560.00						
21.3.24	OCC Household Support Fund	510.00							510.00	
21.3.24	Fee's HH	3.50		3.50						
26.3.24	Fee's BB	3.50		3.50						
28.3.24	Fee's LJ	99.50		99.50						
28.3.24	Refund from Argos	15.00							15.00	
12.04.24	Fee's 100161	287.00		287.00						
12.04.24	Donation from Jim Cousins Trust	231.00			231.00					
23.04.24	Fee's LH	42.00		42.00						
23.04.24	Fee's RW	45.50		45.50						
23.04.24	Fee's OF	388.50		388.50						
22.04.24	Fee's A&AA	7.00		7.00						
24.04.24	Fee's LW	101.50		101.50						
25.04.24	Fee's ERL	3.50		3.50						
25.04.24	Fee's OP	3.50		3.50						
26.04.24	Fee's J&GA	7.00		7.00						

26.04.24	OCC Funding	28,321.20	28,321.20						
29.04.24	Fee's LW	3.50		3.50					
02.05.24	Fee's CMW	371.00		371.00					
03.05.24	Fee's MC	135.00		135.00					
07.05.24	Barclays Interest	0.88			0.88				
09.05.24	Fee's EO	63.00		63.00					
09.05.24	Fee's IO	101.50		101.50					
09.05.24	Fee's RS	174.50		174.50					
09.05.24	Fee's RLE	177.50		177.50					
10.05.24	Fee's WG	3.50		3.50					
10.05.24	Fee's EG	38.50		38.50					
10.05.24	Fee's GB	170.50		170.50					
10.05.24	Fee's MCL	417.00		417.00					
10.05.24	Fee's GDS	619.50		619.50					
10.05.24	Fee's LJ	170.50		170.50					
15.05.24	Fee's TD	3.50		3.50					
15.05.25	Fee's EB	4.00		4.00					
15.05.24	OCC PDP3 Cohot payment	240.00	240.00						
22.05.24	OCC Household Support Fund	30.00						30.00	
23.05.24	DH Wfru Nursery Milk Reimburs	118.80				118.80			
23.05.24	OCC Household Support Fund	1,890.00						1,890.00	
10.6.24	Fee's LW	3.50		3.50					
10.6.24	Fee's TCG	3.50		3.50					
10.6.24	Fee's ERL	3.50		3.50					
10.6.24	Fee's TCG	7.00		7.00					
10.6.24	Fee's LH	56.00		56.00					
10.6.24	Fee's LW	133.00		133.00					
10.6.24	Fee's SR	490.00		490.00					
11.6.24	Fee's TD	3.50		3.50					
11.6.24	Fee's RW	52.50		52.50					
11.6.24	Fee's OF	487.50		487.50					
11.6.24	Fee's LJ	30.00		30.00					
12.6.24	OCC SEN RAF SS	657.21	657.21						
14.6.24	Fee's MC	158.00		158.00					

17.6.24	Fee's J&GA	7.00		7.00						
18.6.24	Fee's LJ	30.00		30.00						
19.6.24	Fee's OP	3.50		3.50						
21.6.24	Fee's RS	110.25		110.25						
24.6.24	Fee's RLE	206.50		206.50						
24.6.24	Fee's GDS	817.50		817.50						
25.6.24	Fee's MCL	493.50		493.50						
25.6.24	Fee's LJ	30.00		30.00						
26.6.24	Fee's EB	3.50		3.50						
26.6.24	Fee's CCM	459.50		459.50						
27.6.24	Fee's WG	3.50		3.50						
27.6.24	Fee's EG	59.50		59.50						
27.6.24	Fee's EO	80.50		80.50						
27.6.24	Fee's IO	133.00		133.00						
27.6.24	OCC Funding	23,962.90		23962.90						
27.6.24	Fee's LJ	12.00		12.00						
28.6.24	Fee's RS	110.25		110.25						
28.6.24	Fee's GB	213.50		213.50						
28.6.24	Dept of Education	1,700.00	1,700.00							Expert & Mentors
28.6.24	OCC Funding	1,335.60	1,335.60							
2.7.24	Fee's LJ	30.00		30.00						
12.7.24	Fee's LJ	100.00		100.00						
16.7.24	OCC Funding	922.20	922.20							



	182,369.36	104,407.21	74,068.43		231.00	1.97	255.75	0.00

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Bank Expenditure
for the year ended

Date	Details	Chq No.	Amount	Capital	Staff costs	Ground rent	Rates & Refuse	Insurance	Electric	Cleaning	Repairs and Renewals	Art & Craft	Toys and Games	Books	Stationery and Postage	Telephone	Accountancy	Payroll	Bank Charges	Subscriptions	Sundry Expenses	Refreshments	Petty Cash
1.8.23	Parenta Group		70.80																	70.80			
2.8.23	Post Office		1.15												1.15								
2.8.23	Poundstretcher		55.22										14.00		10.00						31.22		
2.8.23	Churches Fire Security		50.68								50.68												
3.8.23	BT		85.07													85.07							
4.8.23	Barclays		10.30																10.30				
10.8.23	Card Factory		3.10												3.10								
11.8.23	Amazon		41.93												33.98						7.95		
11.8.23	Simplicity Payroll Services Ltd		61.20															61.20					
11.8.23	HMRC		1,199.20		1,199.20																		
14.8.23	WODC		37.00				37.00																
16.8.23	Child Matters		191.88		191.88																		
18.8.23	Lidl		9.96																			9.96	
21.8.23	NEST Pensions		548.60		548.60																		
21.8.23	Citation		255.36																		255.36		
21.8.23	Wages		10,744.09		10,744.09																		
25.8.23	Amazon		29.02										9.83	4.22							14.97		
29.8.23	Microsoft		7.99																		7.99		
29.8.23	B&Q		8.00																		8.00		
29.8.23	Sainsburys		16.00																		16.00		
29.8.23	Lidl		61.07							15.28		9.72									32.29	3.78	
1.9.23	Parenta Group		70.80																	70.80			
1.9.23	Witney Signs		40.50								40.50												
4.9.23	BT		85.24													85.24							
5.9.23	Galleon Supplies		78.60																		78.60		
5.9.23	Barclays		13.93																13.93				
6.9.2	Aspire Early Years		18.00		18.00																		
6.9.23	Lidl		31.48							3.99												27.49	
11.9.23	Lidl		33.81																		33.81		
14.9.23	WODC		37.00				37.00																
14.9.23	Sainsburys		21.15							10.99												10.16	
18.9.23	Amazon		33.46									3.69	18.98								10.79		
18.9.23	Baker Ross		302.94									298.99			3.95								
20.9.23	Lidl		39.36							4.72											1.99	32.65	
20.9.23	Simplicity Payroll Services Ltd		60.00															60.00					
20.9.23	HMRC		1,365.21		1,365.21																		
21.9.23	Citation		255.36																		255.36		
21.9.23	Wages		9,081.62		9,081.62																		
21.9.23	Sainsburys		4.00																		4.00		
22.9.23	Nest Pensions		497.52		497.52																		
22.9.23	Lidl		8.64																			8.64	
22.9.23	Mill Academy - Water		22.26				22.26																
22.9.23	Mill Academy - Elec		149.33						149.33														
22.9.23	WODC		480.00				480.00																
25.9.23	B&Q		6.75								6.75												
25.9.23	Lidl		51.02							7.71											14.98	28.33	
29.9.23	Microsoft		7.99																		7.99		
2.10.23	Parenta Group		70.80																	70.80			
2.10.23	Lidl		47.16							1.78											6.97	38.41	
2.10.23	Yoto		304.89										304.89										
4.10.23	BT		84.94													84.94							
4.10.23	The Entertainer		91.79										91.79										
5.10.23	Barclays		8.50																8.50				
5.10.23	Lee Godfrey DBS		13.00		13.00																		
6.10.23	Sarah Green DBS		13.00		13.00																		
6.10.23	Naomi Skingsley DBS		13.00		13.00																		
9.10.23	Tesco		3.10																			3.10	
9.10.23	The Works		4.00												4.00								
9.10.23	The Entertainer		35.60										35.40		0.20								
9.10.23	Mountain Warehouse		90.17												0.20						89.97		
10.10.23	Amazon		24.34											7.35							16.99		
11.10.23	Lidl		59.83							10.35		0.86									25.96	22.66	
12.10.23	The Entertainer		47.60										47.40		0.20								
13.10.23	Amazon		49.21												49.21								

Date	Details	Chq No.	Amount	Capital	Staff costs	Ground rent	Rates & Refuse	Insurance	Electric	Cleaning	Repairs and Renewals	Art & Craft	Toys and Games	Books	Stationery and Postage	Telephone	Accountancy	Payroll	Bank Charges	Subscriptions	Sundry Expenses	Refreshments	Petty Cash
13.10.23	Sainsburys		11.55																			11.55	
16.10.23	WODC		37.00				37.00																
16.10.23	Wix.Com		216.00																	216.00			
16.10.23	Lidl		45.73																		1.69	44.04	
16.10.23	Simplicity Payroll Services Ltd		58.80															58.80					
16.10.23	Lisa's Cleaning Services		127.50							127.50													
16.10.23	HMRC		1,285.32		1,285.32																		
17.10.23	Sainsburys/Argos		105.00																		105.00		
19.10.23	Sainsburys/Argos		120.00																		120.00		
19.10.23	Lisa's Cleaning Services		127.50							127.50													
20.10.23	Wages		8,633.25		8,633.25																		
23.10.23	NEST Pensions		437.88		437.88																		
23.10.23	Citation		255.36																	255.36			
30.10.23	Microsoft		7.99																	7.99			
30.10.23	Amazon		34.26																		34.26		
30.10.23	Lidl		43.03							3.96											3.59	35.48	
1.11.23	Parenta Group		70.80																	70.80			
1.11.23	Amazon		5.95																		5.95		
1.11.23	Galleon Supplies		78.60																		78.60		
1.11.23	Rosalind Hambidge - postage		2.50												2.50								
1.11.23	Rosalind Hambidge DBS		13.00		13.00																		
2.11.23	Amazon		1.00												1.00								
3.11.23	BT		87.28													87.28							
3.11.23	Lisa's Cleaning Services		170.00							170.00													
6.11.23	Amazon		9.99																		9.99		
6.11.23	Barclays		8.50																8.50				
6.11.23	Nicola Godfrey DBS		13.00		13.00																		
7.11.23	Lidl		48.69							2.49		1.58									9.58	35.04	
10.11.23	TTS Group		367.89										367.89										
10.11.23	Lisa's Cleaning Services		127.50							127.50													
13.11.23	Lidl		62.90							7.52											17.87	37.51	
13.11.23	Rachael Jarvie DBS		13.00		13.00																		
13.11.23	Simplicity Payroll Services Ltd		58.80															58.80					
13.11.23	HMRC		1,449.33		1,449.33																		
24.11.23	WODC		37.00				37.00																
17.11.23	Yoto		49.93										49.93										
17.11.23	Findel Education/Hope		304.07										304.07										
17.11.23	Lisa's Cleaning Services		102.00							102.00													
21.11.23	Citation		255.36																	255.36			
21.11.23	Wages		8,872.19		8,872.19																		
21.11.23	Amazon		13.98												13.98								
21.11.23	Lidl		51.34							0.98		4.09									19.47	26.80	
22.11.23	NEST Pensions		475.88		475.88																		
23.11.23	Screwfix		27.99								27.99												
24.11.23	Lisa's Cleaning Services		102.00							102.00													
27.11.23	Sainsburys		4.05									4.05											
27.11.23	Lidl		32.96							1.38		5.45								7.49	7.49	18.64	
28.11.23	Microsoft		7.99																	7.99			
30.11.23	Lisa's Cleaning Services		127.50							127.50													
1.12.23	Parenta Group		70.80																	70.80			
4.12.23	BT		84.94													84.94							
4.12.23	Lidl		53.16							1.98											5.40	45.78	
4.12.23	Barclays		8.50																8.50				
8.12.23	Sainsburys/Argos		480.00																		480.00		
11.12.23	Amazon		28.91									28.91											
11.12.23	Waitrose		3.90																			3.90	
11.12.23	Sainsburys		10.15									5.00										5.15	
11.12.23	Tesco		14.10		14.10																		
11.12.23	Poundstretcher		21.20									21.20											
11.12.23	Tesco		38.90		38.90																		
11.12.23	Lidl		45.19									27.81									4.98	12.40	
12.12.23	Galleon Supplies		78.60																	78.60			
12.12.23	Sainsburys		250.00		250.00																		
12.12.23	Poundstretcher		6.00												6.00								
12.12.23	Lidl		73.82							3.99		5.32									31.32	33.19	
13.12.23	TV Licensing		159.00																	159.00			
13.12.23	Card Factory		2.99												2.99								
13.12.23	Poundland		3.00												3.00								

Date	Details	Chq No.	Amount	Capital	Staff costs	Ground rent	Rates & Refuse	Insurance	Electric	Cleaning	Repairs and Renewals	Art & Craft	Toys and Games	Books	Stationery and Postage	Telephone	Accountancy	Payroll	Bank Charges	Subscriptions	Sundry Expenses	Refreshments	Petty Cash
13.12.23	Marks & Spencer		32.00		32.00																		
14.12.23	WODC		37.00				37.00																
14.12.23	Amazon		18.17																			18.17	
14.12.23	Lisa's Cleaning Services		165.75							165.75													
15.12.23	Amazon		32.48												27.98						4.50		
15.12.23	Simplicity Payroll Services Ltd		58.80															58.80					
15.12.23	HMRC		1,901.31		1,901.31																		
18.12.23	Sainsburys		46.96																		2.58	44.38	
20.12.23	Lisa's Cleaning Services		76.50							76.50													
21.12.23	Citation		255.36																	255.36			
21.12.23	Wages		9,041.99		9,041.99																		
21.12.23	Prestige Flowers		22.49		22.49																		
22.12.23	NEST Pensions		490.10		490.10																		
29.12.23	Microsoft		7.99																		7.99		
2.1.24	Parenta Group		70.80																	70.80			
3.1.24	BT		85.07													85.07							
4.1.24	Amazon		11.79								11.79												
4.1.24	Poundstretcher		20.46							8.49											11.97		
8.1.24	Lidl		83.92							5.94		6.25									25.14	46.59	
8.1.24	B&Q		6.50								6.50												
8.1.24	B&Q		14.80								14.80												
8.1.24	Sainsburys		18.10							18.10													
9.1.24	Barclays		8.50																8.50				
9.1.24	RS Electrical		330.00						330.00														
10.1.24	Oxfordshire County Council		30.00		30.00																		
12.1.24	Amazon		25.98																		25.98		
15.1.24	Ofsted annual fee		35.00																	35.00			
15.1.24	MA Education		55.00																	55.00			
15.1.24	WODC		37.00				37.00																
15.1.24	B&Q		6.00								6.00												
15.1.24	Lidl		34.80							6.09												28.71	
15.1.24	Simplicity Payroll Services Ltd		58.80															58.80					
15.1.24	Lisa's Cleaning Services		127.50							127.50													
15.1.24	HMRC		1,998.45		1,998.45																		
19.1.24	Wages		8,683.14		8,683.14																		
19.1.24	Lisa's Cleaning Services		127.50							127.50													
22.1.24	NEST Pensions		445.35		445.35																		
22.1.24	Citation		255.36																	255.36			
22.1.24	Amazon		6.58								6.58												
22.1.24	Lidl		52.39							4.65											12.97	34.77	
23.1.24	Huffkins		22.45		22.45																		
24.1.24	Sainsburys		31.50																		31.50		
25.1.24	Amazon		13.95																		13.95		
26.1.24	Lisa's Cleaning Services		127.50							127.50													
29.1.24	Microsoft		7.99																	7.99			
29.1.24	Lidl		55.55							3.96											13.28	38.31	
30.1.24	Galleon Supplies		71.40																		71.40		
1.2.23	Parenta Group		70.80																	70.80			
2.2.24	Amazon		13.98												13.98								
2.2.24	Lisa's Cleaning Services		127.50							127.50													
5.2.24	BT		84.94													84.94							
5.2.24	Amazon		4.99			4.99																	
5.2.24	Sainsburys		10.00																			10.00	
5.2.24	Barclays		8.50																8.50				
6.2.24	Amazon		7.50												7.50								
6.2.24	Sainsburys/Argos		240.00																		240.00		
6.2.24	Sue Shop		7.50																			7.50	
6.2.24	Lidl		55.25							4.59		6.96									5.56	38.14	
7.2.24	Amazon		45.44												45.44								
7.2.24	Sainsburys		12.25							8.60												3.65	
8.2.24	Paypal		7.48																		7.48		
8.2.24	Mill Academy - Water		100.17				100.17																
8.2.24	Mill Academy - Elec		302.52						302.52														
9.2.24	Lisa's Cleaning Services		102.00							102.00													
9.2.24	Just Audit & Assurance Ltd		1,728.00														1,728.00						
12.2.24	Baker Ross		337.13									333.63											
13.2.24	B&M		5.00																		5.00		
13.2.24	Simplicity Payroll Services Ltd		58.80															58.80					

Date	Details	Chq No.	Amount	Capital	Staff costs	Ground rent	Rates & Refuse	Insurance	Electric	Cleaning	Repairs and Renewals	Art & Craft	Toys and Games	Books	Stationery and Postage	Telephone	Accountancy	Payroll	Bank Charges	Subscriptions	Sundry Expenses	Refreshments	Petty Cash
13.2.24	HMRC				1,642.76																		
14.2.24	WODC		37.00				37.00																
14.2.24	Preschool.org/Early Years Alliance		8.75											8.75									
14.2.24	Preschool.org/Early Years Alliance		26.34											21.60	4.74								
16.2.24	MY Clothing		51.00		51.00																		
19.2.24	Sainsburys		4.00								1.80											2.20	
19.2.24	Lidl		74.20							6.46	10.73										7.98	49.03	
20.2.24	Community Brands		198.00																	198.00			
21.2.24	Citation		255.36																	255.36			
21.2.25	Wages		8,913.96		8,913.96																		
22.2.24	NEST Pensions		474.12		474.12																		
26.2.24	Lidl		51.56																		9.45	42.11	
26.2.24	Singhs Stores		1.99																			1.99	
26.2.24	Singhs Stores		3.98																			3.98	
27.2.24	Argos		45.00	45.00																			
29.2.24	Microsoft		7.99																				
29.2.24	Lisa's Cleaning Services		71.40							71.40											7.99		
1.3.24	Parenta Group		70.80																	70.80			
4.3.24	Lidl		56.23							5.48											19.47	31.28	
5.3.24	Early Years Alliance		514.56					514.56															
5.3.24	BT		85.07													85.07							
5.3.24	Findel Education/Hope		283.63										283.63										
6.3.24	Barclays		8.50																8.50				
8.3.24	Galleon Supplies		71.40																		71.40		
11.3.24	Lidl		64.15							1.45	2.37										12.23	48.10	
14.3.24	WODC		37.00				37.00																
15.3.24	Bonacia Ltd/Young Writers Comp		14.99											14.99									
15.3.24	Tesco		9.00																			9.00	
18.3.24	Lidl		57.43							5.97	1.85										3.48	46.13	
19.3.24	Argos		15.00																		15.00		
19.3.24	WODC		520.00				520.00																
20.3.24	White Brothers		30.00																		30.00		
20.3.24	Simplicity Payroll Services Ltd		60.00															60.00					
20.3.24	HMRC		1,828.72		1,828.72																		
21.3.24	Citation		255.36																	255.36			
21.3.24	Wages		9,786.99		9,786.99																		
21.3.24	Amazon		9.98												9.98								
21.3.24	Sainsburys/Argos		540.00																		540.00		
22.3.24	NEST Pensions		514.50		514.50																		
25.4.23	Waitrose		6.00		6.00																		
25.4.23	Sainsburys		7.00							7.00													
25.3.24	Costa Coffee		7.00		7.00																		
25.3.24	The Entertainer		18.00										17.80		0.20								
25.3.24	Asda		28.50		20.00										1.50								
25.3.24	Aldi		48.55							14.55											2.90	31.10	
26.3.24	Sainsburys		6.85												0.30							6.55	
02.04.24	Parenta Group		70.80																	70.80			
02.04.24	Microsoft		7.99																	7.99			
02.04.24	Preschool.org/Early Years Alliance		10.14											5.40	4.74								
03.04.24	BT		84.94													84.94							
03.04.24	Child Matters		95.94		95.94																		
04.04.24	MY Clothing		58.00		58.00																		
08.04.24	B&Q		89.56																		89.56		
8.04.24	Bank charges		8.50																8.50				
15.04.24	WODC		38.37				38.37																
15.04.23	Lidl		59.03							8.01											10.35	40.67	
15.04.24	Simplicity Payroll Services Ltd		60.00															60.00					
15.04.24	Simplicity Payroll Services Ltd		66.00															66.00					
15.04.24	HMRC		2,108.32		2,108.32																		
17.04.24	Card Factory		5.16												5.16								
18.04.24	Mill Academy - Elec & water		426.69				77.91		348.78														
19.04.24	Wages		9,689.95		9,689.95																		
19.04.24	Amazon		16.19												16.19								
19.04.24	Galleon Supplies		130.80																		130.80		
22.04.24	NEST Pensions		558.96		558.96																		
22.04.24	Citation		255.36																	255.36			
22.04.24	Asda		11.00																		11.00		
22.04.24	Lidl		19.06																		5.26	13.80	

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Date	Details	Chq No.	Amount	Capital	Staff costs	Ground rent	Rates & Refuse	Insurance	Electric	Cleaning	Repairs and Renewals	Art & Craft	Toys and Games	Books	Stationery and Postage	Telephone	Accountancy	Payroll	Bank Charges	Subscriptions	Sundry Expenses	Refreshments	Petty Cash													
28.6.24	Microsoft		7.99	1,400.00	13.00											92.14			8.50	7.99		9.65														
28.6.24	Sainsburys		9.65																																	
1.7.24	Parenta Group		70.80																																	
1.7.24	Twinkl Ltd		148.56																																	
2.7.24	Companies House		34.00																																	
2.7.24	Lidl		50.72							2.18												2.18	46.36													
4.7.24	BT		92.14																																	
5.7.24	Disclosure and Barring		13.00																																	
5.7.24	Barclays		8.50																																	
5.7.24	Tim Henderson - Big Foot		1,400.00																																	
8.7.24	Amazon		10.99							10.99																										
8.7.24	Sainsburys		20.40							20.40																										
8.7.24	Lidl		66.09							6.71		4.69			6.34						48.35															
8.7.24	Argos Business Solutions		1,871.10							1,871.10																										
9.7.24	Lidl		4.72							4.72																										
10.7.24	Sainsburys		28.00							28.00																										
10.7.24	Marks & Spencers		29.60							29.60																										
11.7.24	Nicola Godfrey/Henry Hoover		120.00	120.00																																
12.7.24	Galleon Supplies		92.70	92.70																																
12.7.24	R Jarvie/milk		4.35	4.35																																
12.7.24	Simplicity Payroll Services Ltd		60.00	60.00																																
12.7.24	HMRC		1,664.61	1,664.61																																
15.7.24	WODC		40.00	40.00																																
15.7.24	Amazon		34.18	34.18																																
16.7.24	Lidl		50.69	3.96	5.06	41.67																														
19.7.24	Wages		10,459.22	10,459.22																																
19.7.24	Lidl		35.95	35.95																																
22.7.24	Nest Pensions		556.84	556.84																																
22.7.24	Citation		263.02	263.02																																
24.7.24	Lidl		11.97	11.97																																
24.7.24	Sainsburys		28.66	28.66																																
25.7.24	The Plough		197.50	197.50																																
29.7.24	Microsoft		7.99	7.99																																
30.7.24	B&Q		52.00	52.00																																
			171,256.47	1,565.00	###	190.00	1,687.06	1,850.19	1,335.77	2,161.04	382.79	891.40	1,726.84	126.19	425.26	1,045.47	1,728.00	721.20	115.04	6,073.51	5,573.60	1,788.59	0.00													

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Staff Breakdown year ending 31st July 2024

<u>Date</u>	<u>Amount</u>	<u>HMRC</u>	<u>Wages</u>	<u>Training</u>	<u>Gifts</u>	<u>Nest pension</u>	<u>DBS</u>	<u>uniform</u>	<u>staff mugs</u>	<u>staff xmas/ summer party</u>
11.8.23	1199.20	1199.20							2398.40	
16.8.23	191.88			191.88					383.76	First aid
21.8.2	548.60					548.60			1097.20	
21.8.23	10744.09		10744.09						21488.18	
6.9.23	18.00			18.00						supporting ch
20.9.23	1365.21	1365.21								
21.9.23	9081.62		9081.62							
22.9.23	497.52					497.52				
5.10.23	13.00						13.00			Lee Godfrey
6.10.23	13.00						13.00			Sarah Green
6.10.23	13.00						13.00			Naomi Skings
16.10.23	1285.32	1285.32								
20.10.23	8633.25		8633.25							
23.10.23	437.88					437.88				
1.11.23	13.00						13.00			Rosalind Han
6.11.23	13.00						13.00			Nicola Godfre
13.11.23	13.00						13.00			Rachael Jarvi
13.11.23	1449.33	1449.33								
21.11.23	8872.19		8872.19							
22.11.23	475.88					475.88				
8.12.23	14.10									14.10 Nibbles for af
11.12.23	38.90									38.90 xmas chocs fi
12.12.23	250.00									250.00 vouchers for s
13.12.23	32.00									32.00 payroll/cleane
15.12.23	1901.31	1901.31								
21.12.23	9041.99		9041.99							
21.12.23	22.49				22.49					get well soon
22.12.23	490.10					490.10				
10.1.24	30.00			30.00						Bryony trainin
15.1.24	1998.45	1998.45								
17.1.24	8683.14		8683.14							
22.1.24	445.35					445.35				
23.1.24	22.45				22.45					Sue birthday

5.2.24	4.99			4.99				Bryony birthd
13.2.24	1642.76	1642.76						
16.2.24	51.00						51.00	Jazzmin
21.2.25	8913.96		8913.96					
22.2.24	474.12				474.12			
20.3.24	1828.72	1828.72						
21.3.24	9786.99		9786.99					
22.3.24	514.50				514.5			
25.3.24	6.00			6.00				leaving gift - £
25.3.24	7.00			7.00				leaving gift - £
25.3.24	20.00			20.00				easter eggs fr
03.04.24	95.94		95.94					Jazz paed's fil
04.04.24	58.00						58.00	
15.04.24	2108.32	2108.32						
19.04.24	9689.95		9689.95					
22.04.24	558.96				558.96			
25.04.24	52.50						52.50	
02.05.24	45.80					45.80		Kelly DBS
20.05.24	1569.17	1569.17						
21.05.24	10291.26		10291.26					
22.05.24	587.67				587.67			
29.05.24	16.90			16.90				
5.6.24	45.80					45.80		Lynn Bruton L
18.6.24	1712.58	1712.58						
21.6.24	10457.12		10457.12					
24.6.24	585.61				585.61			
5.7.24	13.00					13.00		Lynn Bruton r
12.7.24	1664.61	1664.61						
19.7.24	10459.22		10459.22					
22.7.24	556.84				556.84			
24.7.24	11.97			11.97				Flowers for di
25.7.24	197.50			197.50				Staff meal at

141877.01	19724.98	114654.78	335.82	309.30	6173.03	182.60
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children's behaviour

sley

nbridge

y

ie

ter work

or staff

staff

er xmas thank you

flowers for Sue

ig

gift

ay gift

Sarah R
Sarah R
or staff
rst aid

DBS

enewal service

rectors
the Plough

Christmas Events **2023-24**

Staff Christmas meal - drinks

11.12.24	£38.90	staff xmas chocs
12.12.24	£250.00	staff vouchers (gift)
13.12.24	£32.00	Cleaner & payroll christmas gift

<u>£320.90</u>

Childrens Christmas Craft Day

Expenses

Sainsburys - food	44.38
-------------------	-------

<u>Income</u>	(parent donation)
none	

Christmas party cost pre-school £	44.38
-----------------------------------	-------

[illegible]

August			
September			
October			
November			
December			£
January	Balance at	31.7.2023	12.42
February			
March	Add Receipts		<u>none</u>
April			
May			
June	Less Expenditure		none
July			<u></u>
	<u>0.00</u>	Balance at	<u>31.7.2024</u>
			<u>12.42</u>

Little Oak Pre School (Witney) Ltd

Petty Cash for Maintenance
for the year ended 31 July 2024

Lee Godfrey

Expenditure £

	<div><div></div><div>0.00</div></div>
Receipts	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	<div><div></div><div>0.00</div></div>

Balance at 31.7.2023	13.05
Add Receipts	<div><div></div></div>
Less Expenditure	
Balance at 31.7.2024	<div><div></div><div>13.05</div></div>

Bank Reconciliation
for the period ending 31.7.2024

Balance as per statement 31.7.2024	Barclays	58,176.64
------------------------------------	----------	-----------

Balance at 28.06.2024	74,652.74
-----------------------	-----------

Add Receipts	1,052.20
--------------	----------

Less Expenditure	17,528.30
------------------	-----------

Balance at 31.7.2024	58,176.64
----------------------	-----------

Little Oak Pre School (Witney) Ltd

Fundraising Summary
for the year ended 31.7.24

£		
12.04.24	Donation received from Jim Cousins Trust towards fee's for refugee child	231.00
		231.00

=====

Little Oak Pre-School (Witney) Limited

Year ended 31.7.2024

Stock

We no longer keep a supply of Pre-School uniform.

Parent/carers can order logo'd uniform online via myclothing.com

Red book bags

<u>date</u>	<u>total in stock</u>
31.7.23	9

Unpaid and overdue Fee's

Ivy-Belle £280.50 (small claims 20.10.22. Paid £100, as at 31.7.23 still owes £218.74)

Aalesha ### (active iva - £2.23 received 21.9.22, £1.45 poss received 29.11.23)

Fee's ow(children still attending pre-school)

None

Total amount of overdue fee's 31.7 £479.79

Oxfordshire County Household Support Fund (was previously Council Winter Grant)

Payment received from Oxfordshire County Council to buy low income families supermarket vouchers during school holidays.

October Half Term

Sainsburys vouchers purchased 17.10.23	£105.00	
Sainsburys vouchers purchased 19.10.23	£120.00	
Oct-Dec Payment received from OCC 23.10	£675.00	(+£450.00)

Christmas Holidays

Sainsburys vouchers purchased 8.12.23	£480.00	(-£30.00)
Payment received from OCC 24.1.24	£30.00	£0.00

February Half Term

Sainsburys vouchers purchased 6.2.24	£240.00	
Payment received from OCC 16.2.24	£240.00	£0.00

Easter Holidays

Sainsburys vouchers purchased 21.3.24	£540.00	
Easter payment received from OCC 21.3.24	£510.00	
Easter payment received from OCC 20.5.24	£30.00	£0.00

May Half Term

Sainsburys vouchers purchased 21.5.24	£300.00	
Payment received from OCC 22.5.24	£30.00	(-£270.00)
Payment received from OCC 23.5.24	###	(+£1620.00)

Summer Holidays

Sainsburys vouchers purchased 8.7.24	###	(-£251.10)
--------------------------------------	-----	------------

Total payments from OCC =
###

Total vouchers purchased
###

OCC owes pre-school £251.10

Sundries

Date	Amount	Item bought	New outdoor equipment/ gardening
2.8.23	31.22	gloves/dehumidifier/storage boxe	
11.8.23	7.95	changing mat	
25.8.23	14.97	Table cover, clip frame	
29.8.23	8.00	top soil	8.00
29.8.23	16.00	nappy bin refill	
29.8.23	32.29	wipes, tissues, bin liners etc	
5.9.23	78.60	hand towels and blue roll	
18.9.23	10.79	backpack	
20.9.23	1.99	Sure deodrant	
21.9.23	4.00	Items for wellness box	
25.9.23	14.98	gloves	
2.10.23	6.97	Wipes and bin liners	
9.10.23	89.97	Kids waterproofs	
10.10.23	16.99	Kids wellies	
11.10.23	25.96	Gloves	
16.10.23	1.69	bin liners	
17.10.23	105.00	Sains grocery vouchers	
10.10.23	120.00	Sains grocery vouchers	
30.10.23	34.26	First aid supplies	
30.10.23	3.59	baby wipes	
1.11.23	5.95	First aid supplies	
1.11.23	78.60	hand towels and blue roll	
6.11.23	9.99	potty	
7.11.23	9.58	handwash, gloves, sandwich bags	
13.11.23	17.87	bin liners & tissues	
21.11.23	19.47	gloves	
27.11.23	7.49	baby wipes	
4.12.23	5.40	tissues	
8.12.23	480.00	Sains grocery vouchers	
11.12.23	4.98	batteries	
12.12.23	78.60	hand towels and blue roll	
12.12.23	31.32	gloves, foil, sandwich bags & loo roll	
15.12.23	4.50	fire whistle	
18.12.23	2.58	bin bags	
4.1.24	11.97	storage boxes	
8.1.24	25.14	gloves, binliners, baby wipes	
12.1.24	25.98	Lunch boxes	
22.1.24	12.97	bin bags, baby wipes, tissues	
24.1.24	31.50	children's clothes	
25.1.24	13.95	boys pants	
29.1.24	13.28	baby wipes, toiletries	
30.1.24	71.40	hand towels and blue roll	
6.2.24	240.00	Sains grocery vouchers	
6.2.24	5.56	Handwash, bags, liners, sacks	
8.2.24	7.48	Paypal - printer key	
13.2.24	5.00	storage box	
19.2.24	7.98	gloves, baby wipes	
25.2.24	9.45	Tissues	
4.3.24	19.47	gloves	
8.3.24	71.40	hand towels and blue roll	
11.3.24	12.23	toiletries, bin bags	
18.3.24	3.48	baby wipes, bin bags	

19.3.24	15.00	changing mat	
20.3.24	30.00	changing mats x 6	
21.3.24	540.00	Sains grocery vouchers	
25.3.24	2.90	nappy sacks, bin bags	
08.04.24	89.56	Gardening	89.56
15.04.24	10.35	Freezer bags, binliners, nappy wipes	
19.04.24	130.80	Hand towels and blue roll	
22.04.24	11.00	Snack pots and lunch bag	
22.04.24	5.26	Baby wipes & handwash	
22.04.24	2.50	Bin liners	
07.05.24	80.86	garden	80.86
07.05.24	8.00	Top soil	8.00
08.05.24	3.99	Flowers - gift	
09.05.24	3.99	Flowers - gift	
13.05.24	11.25	Tissues, binliners, baby wipes	
21.05.24	3.49	Baby wipes	
21.05.24	300.00	Sainsbury grocery Vouchers	
30.05.24	234.46	Outdoor mat	234.46
30.05.24	3.50	Toiletries	
30.05.24	17.01	Loo roll, baby wipes, sandwich bags, handwash	
10.6.24	29.34	Kids hats	
11.6.24	6.58	Binliners and nappy sacks	
17.6.24	18.39	Kitchen supplies & toiletries	
24.6.24	5.88	Loo roll and wipes	
2.7.24	2.18	Foil	
8.7.24	6.34	Loo roll and baby wipes	
8.7.24	1871.10	Sainsbury grocery Vouchers	
9.7.24	4.72	Handwash	
10.7.24	28.00	Children's clothing	
10.7.24	29.60	Children's clothing	
12.07.24	92.70	Blue Rolls, gloves & green towels	
16.7.24	5.06	Handwash & tissues	

5573.60

Inside Decorations New soft furnishings/batteries	First aid Gloves Cleaning	Kitchen	Hand towels Toiletries
11.97	19.25		
7.95			
14.97			
			16.00
	12.72		19.57
			78.60
			1.99
			4.00
	14.98		
	3.38		3.59
	25.96		
	1.69		
	34.26		
	5.95		3.59
			78.60
9.99			
	6.49	1.19	1.90
	11.12		6.75
	19.47		
			7.49
			5.40
4.98			
			78.60
	19.47	4.36	7.49
	4.50		
	2.58		
11.97			
	21.65		3.49
	3.55		9.42
			13.28
			71.40
	3.79		1.77
5.00			
	6.49		1.49
			9.45
	19.47		
			71.40
	1.25		10.98
		2.18	1.30

15.00
30.00

2.90

4.36

2.50

3.49
130.80

5.26

2.50

2.70

8.55
3.49

2.38

3.50
14.63

4.68
17.41

1.90
0.98
5.88
1.19
6.34

0.99

4.72

92.70
5.06

<u>lunch box/rucksacks</u> <u>Clothing -</u> <u>children & staff</u>	<u>Refund to parents/</u> <u>Sains vouchers/</u> <u>Gov.uk</u> <u>Civil Money claim</u>	<u>Computer</u>	<u>Childrens</u> <u>entertainment</u>
--	--	-----------------	--

10.79

89.97
16.99

105.00
120.00

480.00

25.98

31.50
13.95

240.00

7.48

540.00

11.00

300.00

29.34

1871.10

28.00

29.60

misc thank
you gifts

toys &
Equipment

3.99
3.99

Company registration number: 07326565

Charity registration number: 1137934

Little Oak Pre-School (Witney) Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 July 2024

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
	L M Bruton
Charity Registration Number	1137934
Company Registration Number	07326565
Registered Office	The charity is incorporated in England and Wales.
	50A Holford Road
	Witney
	Oxon
Principal Office	OX28 5NG
	C/o Queen Emma's Primary School
	Burwell Drive
	Witney
Independent Examiner	Oxon
	OX28 5LP
	J M Russell FCA
	37 Market Square
Bankers	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 and auditors' report of the charitable company for the year ended 31 July 2024.

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 pre- 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 engaging the children and their immediate families the link between the small community of the pre-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 and HMRC. 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

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

Overall, pre-school are pleased to show that income is higher than the previous year and expenditure lower.

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.

Again, our outdoor area was tidied and cleaned during the summer holidays and it was decided to remove the playhouse on legs as it has seen better days.

We were pleased to be able to use some of our EPP (Early Years Pupil Premium) funding and Deprivation funding to use a local company called "Big Foot" to design and erect a beautiful wooden bus, with petrol pumps and a pagoda to allow pre-school to provide cover in the summer. It has massively improved the presentation of pre-school from our lane entrance.

We have again used some of our EYPP (Early Years Pupil Premium) funding to offer some free lunch sessions to some of our children to help prepare for school. EYPP funding is given directly to the pre-school to help less advantaged children who will typically go on to qualify for free school meals when they attend primary school. EYPP can also be used for small group work to help with speech and language, outdoor clothing including primary school uniform and anything that helps to encourage regular attendance and improve the quality of the child's time at pre-school.

Financial review

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

Overall, pre-school are pleased to show that income is higher than the previous year and expenditure lower.

Little Oak Pre-School (Witney) Limited

Trustees' Report

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 £59,897. 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
	L M Bruton (appointed 7 May 2024)

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 Responsibilities (within Trustees Report)

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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 the incoming resources and application of resources, including its income and expenditure, of the charitable company 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 accounting standards, comprising FRS 102 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 proper accounting records that can 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.

Little Oak Pre-School (Witney) Limited

Trustees' Report

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 18.02.25 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 2024.

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 the Company 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: 18.03.2025

Little Oak Pre-School (Witney) Limited

Statement of Financial Activities for the Year Ended 31 July 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:				
Charitable activities	3	<u>182,431</u>	<u>182,431</u>	<u>157,471</u>
Total income		<u>182,431</u>	<u>182,431</u>	<u>157,471</u>
Expenditure on:				
Charitable activities	4	<u>(172,069)</u>	<u>(172,069)</u>	<u>(174,825)</u>
Total expenditure		<u>(172,069)</u>	<u>(172,069)</u>	<u>(174,825)</u>
Net income/(expenditure)		<u>10,362</u>	<u>10,362</u>	<u>(17,354)</u>
Net movement in funds		10,362	10,362	(17,354)
Reconciliation of funds				
Total funds brought forward		<u>49,622</u>	<u>49,622</u>	<u>66,977</u>
Total funds carried forward	12	<u><u>59,984</u></u>	<u><u>59,984</u></u>	<u><u>49,623</u></u>

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

The funds breakdown for 2023 is shown in note 12.

The notes on pages 10 to 17 form an integral part of these financial statements.

Little Oak Pre-School (Witney) Limited

(Registration number: 07326565)
Balance Sheet as at 31 July 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	9	5,901	6,822
Current assets			
Stocks		45	56
Debtors	10	956	638
Cash at bank and in hand		<u>58,204</u>	<u>47,089</u>
		59,205	47,783
Creditors: Amounts falling due within one year	11	<u>(5,122)</u>	<u>(4,982)</u>
Net current assets		<u>54,083</u>	<u>42,801</u>
Net assets		<u>59,984</u>	<u>49,623</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>59,984</u>	<u>49,623</u>
Total funds	12	<u>59,984</u>	<u>49,623</u>

For the financial year ending 31 July 2024 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 7 to 17 were approved by the trustees, and authorised for issue on 18.02.25 and signed on their behalf by:

S Potter

S Potter
Trustee

The notes on pages 10 to 17 form an integral part of these financial statements.

Little Oak Pre-School (Witney) Limited

Statement of Cash Flows for the Year Ended 31 July 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash income/(expenditure)		10,362	(17,354)
Adjustments to cash flows from non-cash items			
Depreciation		<u>1,041</u>	<u>1,204</u>
		11,403	(16,150)
Working capital adjustments			
Decrease in stocks		10	25
(Increase)/decrease in debtors	10	(318)	223
Increase in creditors	11	<u>140</u>	<u>16</u>
Net cash flows from operating activities		11,235	(15,886)
Cash flows from investing activities			
Purchase of tangible fixed assets	9	<u>(120)</u>	<u>(2,719)</u>
Net increase/(decrease) in cash and cash equivalents		11,115	(18,605)
Cash and cash equivalents at 1 August		<u>47,089</u>	<u>65,694</u>
Cash and cash equivalents at 31 July		<u><u>58,204</u></u>	<u><u>47,089</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 10 to 17 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 2024

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

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.

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2024

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 2024

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.

Trade creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and subsequently at amortised cost.

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.

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as an employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment. All pension costs are included in unrestricted expenditure.

3 Income from charitable activities

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2024

	Unrestricted funds General £	Total funds £
	<u>182,431</u>	<u>182,431</u>
Total for 2024	<u>182,431</u>	<u>182,431</u>
Total for 2023	<u>157,471</u>	<u>157,471</u>

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2024

4 Total resources expended

	Unrestricted			
	Charitable	Governance	Total	Total
	Activities		2024	2023
	£	£	£	£
Wages and salaries	134,116	-	134,116	137,117
Staff NIC (Employers)	4,142	-	4,142	3,130
Staff pensions (Defined contribution)	2,505	-	2,505	2,382
Establishment costs	5,063	-	5,063	5,146
Repairs and maintenance	4,987	-	4,987	5,380
Office expenses	2,214	-	2,214	2,325
Printing, postage and stationary	425	-	425	860
Subscriptions and donations	722	-	722	1,006
Pre-School Consumables	4,714	-	4,714	6,466
Pre-School Refreshments	1,533	-	1,533	1,324
Sundry expenses	161	-	161	293
Staff Welfare and Refreshments	644	-	644	1,190
Childrens' Entertainment and Workshops	-	-	-	347
Cleaning	2,412	-	2,412	648
Independent examiner's fee	-	1,728	1,728	1,800
Payroll costs	5,213	-	5,213	3,871
Bank charges	115	-	115	117
Depreciation, amortisation and other similar costs	1,041	-	1,041	1,204
Bank interest receivable	(2)	-	(2)	(2)
Staff training	336	-	336	221
	<u>170,341</u>	<u>1,728</u>	<u>172,069</u>	<u>174,825</u>

5 Net incoming/outgoing resources

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

	2024	2023
	£	£
Depreciation of fixed assets	<u>1,041</u>	<u>1,204</u>

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2024

6 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

R Hambidge

£Nil (2023: £39) of expenses were reimbursed to R Hambidge during the year.

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

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

Donations made by the trustees without any conditions attached totalled £Nil for the year (2023 - £14).

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:

	2024 No	2023 No
Charitable activities	<u>12</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 2024

9 Tangible fixed assets

	Portacabin £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2023	29,133	25,854	54,987
Additions	-	120	120
At 31 July 2024	29,133	25,974	55,107
Depreciation			
At 1 August 2023	29,133	19,032	48,165
Charge for the year	-	1,041	1,041
At 31 July 2024	29,133	20,073	49,206
Net book value			
At 31 July 2024	-	5,901	5,901
At 31 July 2023	-	6,822	6,822

10 Debtors

	2024 £	2023 £
Trade debtors	956	637
Other debtors	-	1
	956	638

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	1,446	1,236
Other creditors	1	-
Accruals	3,675	3,746
	5,122	4,982

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2024

12 Funds

	Balance at 1 August 2023 £	Incoming resources £	Resources expended £	Balance at 31 July 2024 £
Unrestricted funds				
General	<u>49,622</u>	<u>182,431</u>	<u>(172,069)</u>	<u>59,984</u>
	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Balance at 31 July 2023 £
Unrestricted funds				
General	<u>66,977</u>	<u>157,471</u>	<u>(174,825)</u>	<u>49,623</u>

13 Related party transactions

14 Analysis of net assets between funds

	Unrestricted General £	Total funds £
Tangible fixed assets	5,901	5,901
Current assets	59,205	59,205
Current liabilities	<u>(5,122)</u>	<u>(5,122)</u>
Total net assets	<u>59,984</u>	<u>59,984</u>
	Unrestricted funds General £	Total funds at 31 July 2023 £
Tangible fixed assets	6,822	6,822
Current assets	47,783	47,783
Current liabilities	<u>(4,982)</u>	<u>(4,982)</u>
Total net assets	<u>49,623</u>	<u>49,623</u>

