

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 2025

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	S Potter 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 OX28 5NG
Principal Office	C/o Queen Emma's Primary School Burwell Drive Witney Oxon OX28 5LP
Independent Examiner	J M Russell FCA 37 Market Square Witney Oxfordshire OX28 6RE
Bankers	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 2025.

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

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 acceptable

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

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 £80,105. 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 (resigned 2 February 2026)
	S Potter
	R Hambidge (resigned 6 January 2026)
	L M Bruton

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 and signed on its behalf by:

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 2025.

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:.....

Little Oak Pre-School (Witney) Limited

Statement of Financial Activities for the Year Ended 31 July 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:				
Charitable activities	3	<u>195,925</u>	<u>195,925</u>	<u>182,431</u>
Total income		<u>195,925</u>	<u>195,925</u>	<u>182,431</u>
Expenditure on:				
Charitable activities	4	<u>(175,804)</u>	<u>(175,804)</u>	<u>(172,069)</u>
Total expenditure		<u>(175,804)</u>	<u>(175,804)</u>	<u>(172,069)</u>
Net income		<u>20,121</u>	<u>20,121</u>	<u>10,362</u>
Net movement in funds		20,121	20,121	10,362
Reconciliation of funds				
Total funds brought forward		<u>59,984</u>	<u>59,984</u>	<u>49,622</u>
Total funds carried forward	12	<u><u>80,105</u></u>	<u><u>80,105</u></u>	<u><u>59,984</u></u>

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

The funds breakdown for 2024 is shown in note 12.

Little Oak Pre-School (Witney) Limited

(Registration number: 07326565)

Balance Sheet as at 31 July 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	9	11,922	5,901
Current assets			
Stocks		45	45
Debtors	10	-	956
Cash at bank and in hand		<u>73,530</u>	<u>58,204</u>
		73,575	59,205
Creditors: Amounts falling due within one year	11	<u>(5,392)</u>	<u>(5,122)</u>
Net current assets		<u>68,183</u>	<u>54,083</u>
Net assets		<u>80,105</u>	<u>59,984</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>80,105</u>	<u>59,984</u>
Total funds	12	<u>80,105</u>	<u>59,984</u>

For the financial year ending 31 July 2025 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 and signed on their behalf by:

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 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash income		20,121	10,362
Adjustments to cash flows from non-cash items			
Depreciation		<u>2,104</u>	<u>1,041</u>
		22,225	11,403
Working capital adjustments			
Decrease in stocks		-	10
Decrease/(increase) in debtors	10	956	(318)
Increase in creditors	11	<u>270</u>	<u>140</u>
Net cash flows from operating activities		23,451	11,235
Cash flows from investing activities			
Purchase of tangible fixed assets	9	<u>(8,125)</u>	<u>(120)</u>
Net increase in cash and cash equivalents		15,326	11,115
Cash and cash equivalents at 1 August		<u>58,204</u>	<u>47,089</u>
Cash and cash equivalents at 31 July		<u><u>73,530</u></u>	<u><u>58,204</u></u>

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

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2025

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 2025

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 2025

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.

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2025

3 Income from charitable activities

	Unrestricted		
	General	Total	Total
	£	2025	2024
	£	£	£
County Council Educare grants	173,319	173,319	150,380
Fundraising	95	95	231
Fees and supplies	22,511	22,511	31,820
	<u>195,925</u>	<u>195,925</u>	<u>182,431</u>

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2025

4 Total resources expended

	Unrestricted		Total	Total
	Charitable	Governance	2025	2024
	Activities			
	£	£	£	£
Wages and salaries	139,237	-	139,237	134,116
Staff NIC (Employers)	5,475	-	5,475	4,142
Staff pensions (Defined contribution)	2,872	-	2,872	2,505
Establishment costs	5,585	-	5,585	5,063
Repairs and maintenance	3,442	-	3,442	4,987
Office expenses	2,065	-	2,065	2,214
Printing, postage and stationary	638	-	638	425
Subscriptions and donations	477	-	477	722
Pre-School Consumables	4,474	-	4,474	4,714
Pre-School Refreshments	1,255	-	1,255	1,533
Sundry expenses	106	-	106	161
Staff Welfare and Refreshments	285	-	285	644
Cleaning	288	-	288	2,412
Independent examiner's fee	-	1,980	1,980	1,728
Payroll costs	3,745	-	3,745	5,213
Bank charges	120	-	120	115
Depreciation, amortisation and other similar costs	2,104	-	2,104	1,041
Staff welfare	1,141	-	1,141	-
Bank interest receivable	-	-	-	(2)
Staff training	515	-	515	336
	<u>173,824</u>	<u>1,980</u>	<u>175,804</u>	<u>172,069</u>

5 Net incoming/outgoing resources

Net incoming resources for the year include:

	2025	2024
	£	£
Depreciation of fixed assets	<u>2,104</u>	<u>1,041</u>

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2025

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

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 2025

9 Tangible fixed assets

	Portacabin £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2024	29,133	25,854	54,987
Additions	-	8,125	8,125
At 31 July 2025	29,133	33,979	63,112
Depreciation			
At 1 August 2024	29,133	19,953	49,086
Charge for the year	-	2,104	2,104
At 31 July 2025	29,133	22,057	51,190
Net book value			
At 31 July 2025	-	11,922	11,922
At 31 July 2024	-	5,901	5,901

10 Debtors

	2025 £	2024 £
Trade debtors	-	956

11 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	1,536	1,446
Other creditors	-	1
Accruals	3,856	3,675
	5,392	5,122

Little Oak Pre-School (Witney) Limited

Notes to the Financial Statements for the Year Ended 31 July 2025

12 Funds

	Balance at 1 August 2024 £	Incoming resources £	Resources expended £	Balance at 31 July 2025 £
Unrestricted funds				
General	<u>59,984</u>	<u>195,925</u>	<u>(175,804)</u>	<u>80,105</u>

	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>

13 Related party transactions

14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 July 2025 £
Tangible fixed assets	11,922	11,922
Current assets	73,575	73,575
Current liabilities	<u>(5,392)</u>	<u>(5,392)</u>
Total net assets	<u>80,105</u>	<u>80,105</u>
	Unrestricted funds General £	Total funds at 31 July 2024 £
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>