



## Trustees' Annual Report for the period

**From**

**Period start date**

01

September

2018

**To**

**Period end date**

31

August

2019

### Section A

### Reference and administration details

**Charity name**

Long Wittenham Pre-School

**Other names charity is known by**

**Registered charity number (if any)**

1158950

**Charity's principal address**

Village Hall, High Street, Long Wittenham, Oxfordshire

**Postcode**

OX14 4QH

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Sally Durant			
2 Maria Watkins		01/09/2019 to 01/10/2019	
3 Lisa Cumming		01/10/2019	
4 Miriam Waites			
5 Emily Smout		01/10/2019	
6 Caroline Ball		20/02/2020	
7 Eliska Pokorná		20/02/2020	

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

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected in

### Additional governance issues (Optional information)

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

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

Long Witteham Pre-School CIO under Charity number 1158950 (Long Wittenham Pre-School)

## Section C Objectives and activities

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

The charity works for the public benefit having as its objects the development and education of children and young people in particular by: (1) promoting their care and safety; (2) promoting their education and promoting parental involvement; (3) promoting their health and wellbeing; (4) providing services to support them and their families and carers; (5) providing services to individuals holding membership of the CIO; and (6) furthering the aims of the Pre-school Learning Alliance.

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

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion, means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity receives Government funding to enable all three and four year old children, as well as disadvantaged two year olds, to access free part-time childcare places. Parents are offered flexible hours at the childcare provision to help support their working arrangements so that they can pay for the fees.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

<p>food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.</p> <ul style="list-style-type: none"> <li>▪ <i>Providing services to support them and their families and carers:</i></li> </ul> <p>The charity holds regular meetings with parents and, on occasion, holds specialist training where a need is identified.</p> <p>Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.</p> <ul style="list-style-type: none"> <li>▪ <i>Providing services to individuals holding membership of the CIO:</i></li> </ul> <p>The members of the charity may use any of the services offered by the charity which are available to the general public. The charity holds meetings with its members to keep them informed of the progress of the charity and to enable them to have a say in its direction. A regular newsletter is also circulated to the members of the charity, highlighting important information about the charity and its services, as well as other events and happenings in the local community which are related to the charity's work or aims.</p> <ul style="list-style-type: none"> <li>▪ <i>Furthering the aims of the Pre-school Learning Alliance:</i></li> <li>▪ The charity maintains membership of the Pre-school Learning Alliance. The charity takes part in meetings, events, conferences and training run by the Pre-school Learning Alliance in the local area, and signposts parents and early years professionals to the support services available through the Pre-school Learning Alliance. A representative from the charity participates in the local Sub-Committee meetings and national Annual General Meeting of the Pre-school Learning Alliance.</li> </ul>
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#### **Additional details of objectives and activities (Optional information)**

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

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

The Pre-School would like to thank members of the wider Long Wittenham village community who supported us with our garden fundraiser, during what would have been the Summer term, we now have a stimulating and safe outdoor space for our children.

We would also like to thank the new Long Wittenham Village Hall committee for being so supportive of our September 2020 opening, and their ongoing commitment to the Pre-School.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

2019/20 has been a difficult and challenging year for the Pre-School, but even under these circumstances the Trustees believe a number of achievements have been made, including:

- The staff and Trustees handling of the COVID-19 crisis was critical to the Pre-School's longevity; responding to changing policies, working with parents/carers to discuss concerns and navigating the unknown, were all approached and handled by the team in a positive and professional manner.
- Throughout the summer holidays, both staff and Trustees worked tirelessly to ensure the Pre-School was COVID secure and ready for the September 2020 opening.
- Despite the Pre-School being closed and our community in lockdown, the Trustees organised a hugely successful fundraising campaign to revamp the garden/outdoor space.
- The development of a productive working relationship with the new Village Hall Committee, with our Office Manager/Bursar taking on additional responsibilities to support the new Committee and work with them to resolve mutual issues quickly.
- Our Pre-School Manager is now fully embedded and we have received positive feedback from parents/carers on her approach.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Our policy is to set aside funds for special purposes or as reserves against future expenditure. We hold a reserves fund to cover any costs incurred due to the Pre-School closure.

### Details of any funds materially in deficit

We have no deficit.

### Further financial review details (Optional information)

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

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

The current Trustees were voted in at the AGM in October 2019, prior to this decisions about fees, salaries and other operational costs had already been agreed for the year. Upon appointment the new Trustees conducted an audit of Pre-School finances and quickly identified we were running at a deficit. A recovery plan was agreed at the February 2020 Trustee meeting, whereby fees were to be raised the following year (so that they would be reflective of our operational costs), the implementation of a more efficient staffing rotas and the identification of a number of other areas for smaller cost savings.

The recovery plan was introduced at the start of the Spring Term, however due to the COVID-19 pandemic, in March 2020 the Government announced the closure of our setting. After surveying our parents/careers, the difficult decision to remain closed for the rest of the academic year was made. This resulted in a significant impact in our income as we did not receive any income from fee paying children which accounts for approx a 3rd of our income.

From April 2020 we took the decision to furlough our team, with the exception of the Manager and Office Manager/Bursar, however as we continued to claim our Government grant for the hours funded children would have attended the setting were only entitled to reclaim c.33% of their salary costs rather than the full 80%.

The Pre-School is in significant credit with HMRC for overpayments in relation to Statutory Maternity Pay, these monies will be reclaimed during the course of the 2020/21 year. Approx £5K of these payments should have been reclaimed in the previous year, which would have off-set our loss slight.


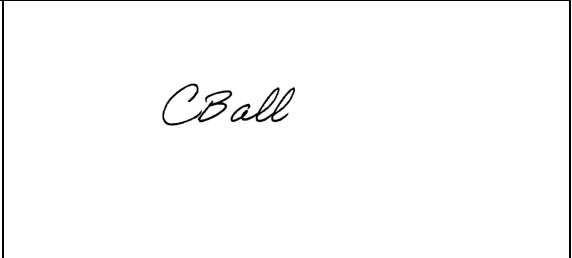
It is with regret that we are reporting such a loss this financial year. However, the Trustees believe they have identified and have worked to address the reasons behind the loss for factors which we can control.

## Section F Other optional information

Section GDeclaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lisa Cumming	Caroline Ball
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	13/06/2020	



# LONG WITTENHAM PRE SCHOOL INCOME AND EXPENDITURE 01/09/19 - 31/08/20

Category Description	01/09/19 - 31/08/20
<b>INCOME</b>	
Bank Interest	£90.38
Refunds and credits	£153.66
Returned Deposit Cheque	
Donations	£152.00
<b>TOTAL Donations</b>	£396.04
Fees:	
Fees	£11,833.23
Grant Oxon CC	£40,912.93
Fees / Other income receivable	
<b>TOTAL Fees</b>	£52,746.16
Fundraising:	
Snack Money (Voluntary Contribution)	£312.00
Easy Fundraising	£18.77
Christmas Fayre, Raffle & Disco	£753.60
Fun Run & Picnic	£167.00
<b>TOTAL Fundraising</b>	£1,251.37
Grant (Coronavirus Job Retention Scheme)	£1,633.68
<b>TOTAL Grants</b>	£1,633.68
<b>TOTAL INCOME</b>	<b>£56,027.25</b>
<b>EXPENSES</b>	
Administration (Admin Angels)	£695.00
Advertising	£0.00
Activities	
Lambing	£0.00
<b>TOTAL Activity Expenses</b>	£0.00
Equipment - non-depreciating	
Equipment Depreciation	£984.38
Fundraising Expenses:	
Christmas Fayre, Raffle & Disco	£240.00
Fun Run & Picnic	
<b>TOTAL Fundraising Expenses</b>	£240.00
Gifts	
Christmas Presents	£42.00
Leaving Presents - Children	£145.92
Leaving Present - Staff	£22.98
Gifts - other	£19.08
<b>TOTAL Gifts</b>	£229.98
Grant repayment	£0.00
Insurance / Registration	£681.62
Rent Premises	£3,120.37
Resources	£2,140.53
Salaries inc Tax/Nl	£53,824.06
Snack	£443.45
Stationary & postage	£139.22
Supplies	£295.04
Utilities (telephone, internet & waste collection)	£1,196.66
Uniform	£48.90
Training	£610.00
Contingency	£0.00
Entertainment (staff leaving dos, children's halloween & christmas celebrations)	£130.15
Misc	£158.57
<b>TOTAL EXPENSES</b>	<b>£64,937.93</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>(£8,910.68)</b>

**LONG WITTENHAM PRE SCHOOL**  
**BALANCE SHEET AS AT 31 AUGUST 2020**

**Fixed Assets**

Other	£151.72
ipads	£283.83
Playground equipment	£1,362.96
Display boards and wooden planter	£264.38
Large Display Board	£47.54

**Total Fixed Assets** **£2,110.43**

**Current Assets**

Cash	Bank - Current Account Lloyds TSB	£461.54
	Fundraising Bus Instant Access Account	£6,147.63
	Bus Instant Access Account with interest	£16,025.34
	Reserves fund	£15,844.21
		<u>£38,478.72</u>

Debtors PAYE/NI £5,264.05

**Total Current Assets** **£43,742.77**

**TOTAL Assets** **£45,853.20**

less

**Current Liabilities**

Creditors £0.00

**Total Liabilities** **£0.00**

**Total Net Assets** **£45,853.20**

**Represented by:**

Accumulated reserves balance as at 31 August 2019 **£54,763.88**

Result for the Year **£8,910.68**

Carried forward reserves for next year **£45,853.20**

**Special Reserve Fund (New Building Account) - COIF Charities Deposit Account**

Balance at 31st August 2019	£14,624.74
Interest added	£117.29
Balance as at 31st August 2020	£14,749.77

**Examiner's Report**

I have examined the above Balance Sheet dated 31st August 2020 and the attached Statement of Income and Expenditure for the year to 31st August 2020. From the books, vouchers and information given to me, I believe that the Statement of Income and Expenditure shows a fair view of the profit for that year and that the Balance Sheet gives a fair representation of the financial position of Long Wittenham Pre-school as at 31st August 2020.



08/05/2021

**MATTHEW PAUL WYATT F.C.A**

## Notes to Accounts

Fixed assets:

Other

Large display board

Playground equipment

Ipads

Depreciates £13.58 per year i

Depreciates £55.92 per year i

Depreciates £757.20 per year

Depreciates £157.68 per year

inc yr of purchase (2016)  
inc yr of purchase (2016)  
r inc yr of purchase (2016)  
r inc yr of purchase (2016)



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Long Wittenham Pre School

**On accounts for the year  
ended**

31/08/2020

**Charity no  
(if any)**

1158950

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

**Responsibilities and basis  
of report**

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

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

**Independent examiner's  
statement**

I am qualified to undertake the examination by being a qualified member of ICAEW. The Charities income did not exceed £250,000.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

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

**Signed:**

*Matthew Paul Wyatt*

**Date:** 08/05/2021

**Name:**

Matthew Paul Wyatt

**Relevant professional qualification(s) or body (if any):**

ICAEW A.C.A

**Address:**

3 Cherwell Close

Didcot

Oxon, OX11 7UF

## Section B

### Disclosure

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

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