



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	September	2021		31	August

## 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 Lisa Cumming		Until 21/10/2021	
3 Eliska Pokorná		Until 21/10/2021	
4 Miriam Waites			
5 Emily Smout			
6 Caroline Ball			
7 Louise Brown		Until 15/03/2022	
8 Anna Warren		From 21/10/2021	
9 Hannah Fraser-Mackenzie		From 19/11/2021	

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

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

and procedures to manage them.

## 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.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services to support them and their families and carers:*

The charity holds regular meetings with parents and, on occasion, holds specialist training where a need is identified.

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.

- *Providing services to individuals holding membership of the CIO:*

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.

- *Furthering the aims of the Pre-school Learning Alliance:*

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.

#### Additional details of objectives and activities (Optional information)

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

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

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

2021-22 was another successful year for the Pre-School, a summary of the main achievements are as follows:

- Over £3K raised in fundraising thanks to the great efforts of the staff, parents and trustees.
- Stronger links were formed with Long Wittenham Primary School ahead of a planning application for the new 'village hub' site which will see the two organisations co-located.
- Following the resignation of our Manager, the existing Deputy Manager was successfully recruited into the role and has made a fantastic impact on the setting.
- We were then able to promote a Senior Practitioner into the role of Deputy Manager who, again, has made a significant contribution to the running of the setting.
- We ended the year with 28 children on the register.
- Following a successful grant application we were able to purchase an interactive white board to support phonic teaching and ICT learning.
- A grant from Tesco enabled us to upgrade our physical play equipment to a safer and more age appropriate climbing frame.

We are mindful that the loss reported in the 2021-22 financial year is reduced due to the Oxfordshire County Council (OOC) funding grant for 2 and 3 year olds for the Autumn term 2022-23 being received in August 2022. This grant payment has meant that we are reporting a smaller loss for the year 2021-22 and will be effectively starting the year 2022-23 at a £8,573.04 deficit.

For terms 1 and 2 we had children doing very few hours and we were not financially able to recover from this over the remaining terms. The trustees monitored finances closely, with spending on all non-essential items being carefully scrutinised and funded by fundraising activities.

The impact of the April 2022 minimum wage rise had a significant impact on the Pre-School's finances. As a result of the change we reviewed our staff pay scales to ensure the rise was accurately reflected across the pay grades.

## 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.

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## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

<i>Sally Durant</i>	<i>Hannah Fraser-Mackenzie</i>
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Full name(s)

Sally Durant	Hannah Fraser-Mackenzie
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Position (eg Secretary, Chair, etc)

Chair	Treasurer
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Date

26 June 2023
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LONG WITTENHAM PRE SCHOOL INCOME AND EXPENDITURE 01/09/21 - 31/08/22

Category Description	01/09/21 - 31/08/22
<b>INCOME</b>	
Bank Interest	£55.20
Refunds and credits	£230.18
Donations	£500.00
TOTAL Donations	£785.38
Fees:	
Fees	£25,367.19
Funding from OCC	£37,319.59
Farms2Ewe visit	£180.00
TOTAL Fees	£62,866.78
Fundraising:	
Snack Money (Voluntary Contribution)	£680.00
Autumn Raffle	£247.25
Photographs	£135.00
Christmas Fayre (includes £50 float repayment)	£530.00
Quiz night takings	£455.00
Easter Raffle	£237.66
Preschool Cake Sale (includes £50 float repayment)	£208.00
Wittfest cake stall (includes £30 float repayment)	£257.00
Justgiving payment (photographs 2020/21)	£312.97
Paypal fundraising (photographs 2020/21)	£195.42
Teddy Bear's Picnic (for CrackerJack)	£183.00
TOTAL Fundraising	£3,441.30
Tesco Charity Appeal	£500.00
Abingdon & Witney College	£1,000.00
SODC	£1,500.00
TOTAL Grants	£3,000.00
TOTAL INCOME	£70,093.46

<b>EXPENSES</b>	
Administration (Admin Angels)	£634.66
Advertising	£42.59
Activities	
Farms2Ewe visit	£342.00
Farm2Ewe payment refund	£10.00
TOTAL Activity Expenses	£352.00
Equipment (non-depreciating)	£572.50
Equipment (depreciating)	£0.00
Equipment depreciation	£2,053.29
Fundraising Expenses:	
Floats withdrawn	£250.00
TOTAL Fundraising Expenses	£250.00
Gifts	
Christmas Presents	£0.00
Leaving Presents - Children	£0.00
Leaving Present - Staff	£0.00
Gifts - other	£0.00
TOTAL Gifts	£0.00
Insurance / Registration	£913.15
Rent Premises	£5,211.00
Resources	£1,449.51
Salaries inc Tax/NI	£59,214.18
Pensions	£1,355.97
Snack	£786.81
Stationery & postage	£308.95
Utilities (telephone, internet & waste collection)	£831.84
Training	£244.60
Contingency	£0.00
Charity donations	£183.00
Refund of Fees	£148.50
Card spending error	£65.32
Bank Error	£254.20
Petty Cash	£50.00
TOTAL EXPENSES	£74,922.07
TOTAL INCOME - EXPENSES	(£4,828.61)

LONG WITTENHAM PRE SCHOOL  
BALANCE SHEET AS AT 31 AUGUST 2022

Fixed Assets

Display boards	£216.83
Woodlands shelter	£581.53
Classroom computer	£122.40
Managers laptop	£237.46
Interactive whiteboard	£1,327.20
Classroom Climbing Frame	£476.00

Total Fixed Assets	<u>£2,961.42</u>
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Current Assets

Cash	Bank - Current Account Lloyds TSB	£10,862.16
	Fundraising Bus Instant Access Account	£4,652.54
	Bus Instant Access Account with interest	£9,026.80
	Reserves fund	£15,904.17
		<u>£40,445.67</u>

Debtors	£0.00
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Total Current Assets	<u>£40,445.67</u>	
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TOTAL Assets		<u>£43,407.09</u>
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less

Current Liabilities

Creditors	£0.00	
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Total Liabilities		<u>£0.00</u>
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Total Net Assets		<u><u>£43,407.09</u></u>
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Represented by:

Accumulated reserves balance as at 31 August 2021	<u>£48,235.70</u>
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Result for the Year	<u>(£4,828.61)</u>
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Carried forward reserves for next year	<u><u>£43,407.09</u></u>
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Special Reserve Fund (New Building Account) - COIF Charities Deposit Account

Balance at 31st August 2021	£14,700.77
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Interest added	£49.59
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Balance as at 31st August 2022	£14,750.36
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Examiner's Report

I have examined the above Balance Sheet dated 31st August 2022 and the attached Statement of Income and Expenditure for the year to 31st August 2022. 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 2022.



MATTHEW PAUL WYATT F.C.A

DATE: 20/06/2023





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Long Wittenham Pre School

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1158950

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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").

Independent  
examiner's statement

The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

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.

Signed:

Date:

20 June 2023

Name:

Matthew Paul Wyatt F.C.A

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

ICAEW

Address:

Cherry Croft

Wantage Road, Harwell
OX11 0LL

**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.**