

LEAFIELD PRE-SCHOOL

England & Wales · Charity number 1177735

Details

Status Registered

Legal form CIO

Registered 2018-03-28

Register [View on the Charity Commission register](#)

Contact

Address Leaffield Village Hall
Lower End
Leaffield
Witney
OX29 9QJ

Phone 01993878667

Email office@leaffieldpreschool.org.uk

Website <http://www.leaffieldpreschool.org.uk>

Activities

Objects: THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY: PROMOTING THEIR CARE AND SAFETY; PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT; PROMOTING THEIR HEALTH AND WELL-BEING; PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS; PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Pre School for children between the ages of 2 years and 5 years providing play-based activities aimed at progressing children's development and preparing them for school. It is open from 9am to 3pm each weekday during term time.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£101,424	£104,706	-	-
2023-08-31	£80,071	£80,764	-	-
2022-08-31	£73,271	£66,939	-	-
2021-08-31	£70,246	£65,796	-	-
2020-08-31	£59,234	£52,783	-	-

Trustees

Name	Role	Appointed
Louise Kenny	Chair	2021-10-04
Lisa Michelle Bedlow		2025-10-03
Lynda Geoghegan		2025-10-03
Tariq Edward Khoyratty		2025-10-03

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2023 Period start date to 31st August 2024

Period end date

Charity name: Leaffield Pre-School

Charity registration number: 1177735

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objectives the development and education of children and young people by: • Promoting their care and safety • Promoting their education and promoting parental involvement • Promoting their health and well-being • Providing services to support them and their families and carers • Providing services to individuals holding membership of the CIO • Furthering the aims of the pre-school learning alliance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council. We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	There are a number of parent helpers/volunteers that have supported forest school and offsite trips this year.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The manager and deputy manager are now fully integrated into their roles and continue to develop all the time. The benefits of this stability is retention and loyalty from all the staff who also all continue to serve the setting in a professional manner. The management, supported by the trustees, continue to have strong rigor in place, as well as structured development plans for all staff that align with the vision of the Preschool. Financial processes have remained unchanged this year since the new cloud-based platform was introduced in the last academic year, and the Treasurer, Trustees, and Management all have tighter control on costs, with the viability of financials now available. The big development this year for the setting has been the addition of a stand-alone cabin within the outside gardens that offers numerous benefits to both staff, children, and parents. The manager now has a dedicated functional office area with windows, which is also used for small group learning such as phonics sessions. This space offers a space for private meetings, including for parents, and importantly a safe space that children can use as a break-out area as and when needed.

		Fundraising gets harder and harder with the committee having to diversify events to maximise much-needed income. A big 50th fete was run this year to celebrate the preschool turning 50 and raise some additional funds. The manager has been successful in grant applications that have supported several activities in preschool, and continues to seek out new opportunities for these.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity closed the year with a small loss which was expected due to the purchase of the cabin but the closing balance of the current account during this period was reasonable at just under £3k, a similar position to last year. The charity has created and worked to a strict budget this year that everyone is bought into, with a strict focus on cost reduction and forward planning.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A separate reserves account is in place, which includes 2 pools of money: 1 – for the event of permanent closure (including rent and statutory redundancy) 2 – for the event of a short-term closure (including rent, salaries, etc) In addition, a 10% buffer has been applied.
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2023 £13403.13
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has three sources of income: - Funding from Oxfordshire County Council for children who are entitled to funded sessions. - Private fees from parents who children are not entitled to funded sessions. - Fundraising – from grants and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.
		N/A

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The cost-of-living crisis continues to be a risk to the setting. We need to ensure that the setting is both a) affordable to parents/carers whilst b) managing costs tightly and maintaining its overall purpose.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (1) a copy of the constitution and any amendments made to it
--	-----------	---

		(2) a copy of the CIO's latest trustees' annual report and statement of accounts (3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements (4) a copy of all preschool policies including GDPR requirements All, Neglect and FGM. They also complete DBS Checks and OFSTED registration.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day-to-day management team and lead fundraising activities. The preschool is managed in its day-to-day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 3 additional Childcare Practitioners within their team. The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners. Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.
Relationship with any related parties	Para 1.51	Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We actively foster a good working relationship with Leaffield Primary School to enable smooth transitions for the children moving up to the school.
Other		N/A

Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	Leaffield Pre School Play Group Room, Leaffield Village Hall, Lower End, Leaffield, OX29 9QJ

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	Louise Kenny	Chair	Oct 21 to present	Committee
2	Jo Rowles	Trustee/Treasurer	Oct 21 to present	Committee
3	Megan Fowler	Trustee	June 22 to present	Committee
4				
5				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

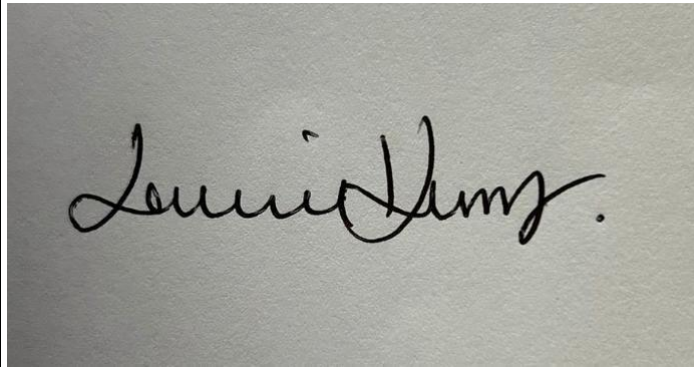
N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

A photograph of a handwritten signature in black ink on a light-colored, textured surface. The signature is cursive and appears to read 'Louise Kenny'.

Full name(s)

Louise Kenny

Position (eg
Secretary, Chair,
etc)

Chair

Date

11/06/2025

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2024

	<u>2023/24</u>			<u>2022/23</u>		
<u>Receipts</u>						
	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
Private/Voucher Fees		27,379.02		-	27,543.46	
OCC funding		44,049.78		-	34,289.38	
RESTRICTED - OCC EYPP funding						
<i>ONLY</i>	12,941.50			7,165.48	-	
Just Giving		1,966.41		-	2,063.55	
Giving.com				-	247.95	
Golden giving				-	396.66	
Easy Fundraising		400.57		-	96.49	
Amazon Smile				-	145.72	
Sponsored walk				-	46.41	
Charities Trust		2,000.00		-	-	
OCC Priority Fund		1,000.00		-	-	
Christmas donations				-	-	
Groundwork Uk		1,720.00		-	-	
Other fundraising		2,627.50		-	533.47	
Easter Trail				-	36.77	
RESTRICTED Grant - Bartlett Taylor				-	-	
RESTRICTED Grant - Cabin project				3,250.00	-	
RESTRICTED Grant - Winter Grant	90.00			330.00	-	
RESTRICTED Grant - Forest School				-	-	
RESTRICTED Grant - New Floor				1,000.00	-	
Restricted Grant - Small and vital cooking	140.00			440.00	-	
Bank Interest		280.80		-	211.96	
Donation		6,829.13		-	2,764.00	
Total income	13,171.50	88,253.21	101,424.71	12,185.48	68,375.82	80,561.30

Payments

	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
RESTRICTED - OCC EYPP funding						
<u>ONLY</u>	1,968.45			7,165.48	-	
Restricted OCC PPE grant				-	-	
Restricted OCF S+V				-	-	
RESTRICTED Grant - Cabin project	13,841.56			-	-	
RESTRICTED Grant - Winter Grant	405.00			330.00	-	
RESTRICTED Grant - Forest School	8.00			220.42	-	
RESTRICTED Grant - New Floor	1,000.00				-	
Restricted Grant - Small and vital cooking	298.42			287.39	-	
Restricted OCC Garden				-	-	
Wages		59,564.55		-	47,448.77	
Training		407.67		-	440.60	
Pension		2,261.34		-	1,787.18	
Uniform				-	-	
HMRC		3,199.96		-	5,143.98	
Staff Gifts/Entertainment		470.68		-	455.00	
Memberships / Registrations / Subscriptions		890.62		-	320.40	
Rent		6,240.00		-	6,240.00	
Phone LL / Mob / BB		969.10		-	220.52	
Insurance		835.62		-	855.81	
Website costs				-	201.58	
Bank/Finance Charges				-	94.80	
Stationary, postage		308.71		-	454.87	
Advertising		1,163.18		-	311.18	
Cleaning/Other Groceries		494.05		-	406.28	
Computer/IT Equip/Office		1,062.00		-	4,181.86	
Activities		4,658.47		-	2,122.66	
Repairs and Maintenance				-	-	
Premesis Expenses		3,252.98		-	1,081.45	
Professional Fees		655.40		-	979.40	
Meals / Snacks		266.09				
Accountancy Fees		396.00				
Donation		88.92		-	15.10	
Total payments	17,521.43	87,185.34	104,706.77	8,003.29	72,761.44	80,764.73
Annual surplus/deficit		-	3,282.06		-	203.43

Receipts & Payments Summary

Balance b/fwd @ 1st September 2023	29,943.75		30,147.18	
Add total receipts	101,424.71		80,561.30	
Deduct total payments	104,706.77		80,764.73	
Balance as at 31st August 2024		26,661.69		29,943.75

Represented by

Cash in hand	34.42		34.42	
Nat West current a/c	2,685.42		2,659.36	
Nat West fundraising a/c	10,538.72		14,037.92	
Nat West reserves a/c	13,403.13		13,212.05	
Total		26,661.69		29,943.75

Signed by _____

Date _____

Signed by _____

Date _____

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2024 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - of a) to keep proper accounting records in accordance with section 41 of the 1993 Act.
 - and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act.have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Isabella Edwards - MAAT
Shilton Accounting Services
Honestone Cottage
Ladburn Lane
Shilton
OX18 4AJ
02/12/2024



Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2022 Period start date to 31st August 2023

Period end date

Charity name: Leaffield Pre School

Charity registration number: 1177735

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objectives the development and education of children and young people by: • Promoting their care and safety • Promoting their education and promoting parental involvement • Promoting their health and well-being • Providing services to support them and their families and carers • Providing services to individuals holding membership of the CIO • Furthering the aims of the pre-school learning alliance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council. We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	There are a number of parent helpers/volunteers that have supported forest school and offsite trips this year.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Both the new manager and new deputy manager promoted last academic year have continued to grow in their roles bringing more controls, ideas and strategic thinking to the setting. These along with the 3 other staff members who are all now Level 3 qualified are helping take the setting from strength to strength which is reflected in the strong numbers of children within the setting as well as on the waiting list. The management, supported by the trustees have strong rigor in place meaning time can be spent thinking about developing the staff, improving the environment for the children and creating a longer-term plan for the preschool which includes the addition of a new cabin in the following academic year if fundraising permits. The financial processes have continued to go from strength to strength with all bookkeeping being done on a cloud application this year improving the governance and efficiency for staff and accountant.

		Fundraising remains critical for the survival of the setting. The committee continues to put a lot of focus on this with another successful village wide sports challenge and a number of seasonal activities such as Wreath workshops. We have also been successful in grant applications that have supported several activities in preschool.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity made a tiny loss during this period but this is mainly down to a large purchase of a Interactive Board being purchased at the beginning of the year from funds raised in the previous financial year. The closing balance of the current account during this period was reasonable in the current account at just under £3k. Going forward the charity will continue with budgeting for a good closing balance before the start of the academic year. A big focus this year was around putting the holiday pay aside each month for employees that is paid in a lump at the end of the financial year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A separate reserves account is in place which includes 2 pools of money: 1 – for the event of permanent closure (including rent and statutory redundancy) 2 – for the event of a short-term closure (including rent, salaries, etc) In addition, a 10% buffer has been applied.
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2023 £13212.05
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has three sources of income: • Funding from Oxfordshire County Council for children who are entitled to funded sessions. • Private fees from parents who children are not entitled to funded sessions. • Fundraising – from grants and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.
		N/A

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The cost-of-living crisis continues to be a risk to the session. We need to ensure that the setting is both a) affordable to parents/carers and b) managing costs tightly whilst maintaining its overall purpose.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (1) a copy of the constitution and any amendments made to it
--	-----------	---

		(2) a copy of the CIO's latest trustees' annual report and statement of accounts (3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements (4) a copy of all preschool policies including GDPR requirements All, Neglect and FGM. They also complete DBS Checks and OFSTED registration.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day-to-day management team and lead fundraising activities. The preschool is managed in its day-to-day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 3 additional Childcare Practitioners within their team. The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners. Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.
Relationship with any related parties	Para 1.51	Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We actively foster a good working relationship with Leaffield Primary School to enable smooth transitions for the children moving up to the school.
Other		N/A

Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	Leaffield Pre School Play Group Room, Leaffield Village Hall, Lower End, Leaffield, OX29 9QJ

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	Louise Kenny	Chair	Oct 21 to present	Committee
2	Jo Rowles	Trustee/Treasurer	Oct 21 to present	Committee
3	Megan Fowler	Trustee	June 22 to present	Committee
4				
5				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

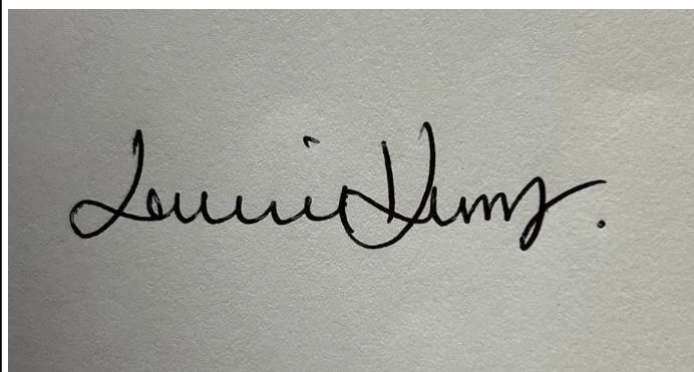
Other optional information

N/A

Declarations

The trustees declare that they have approved the trustees' report above. Signed
on behalf of the charity's trustees

Signature(s)

A photograph of a handwritten signature in black ink on a light-colored, textured surface. The signature is cursive and appears to read 'Louise Kenny'.

Full name(s)

Louise Kenny

Position (eg
Secretary, Chair,
etc)

Chair

Date

12/06/2023

Leafield Pre School

Charity no. 1177735

Receipts and

Payments for the year

ending

31 August 2022

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

	<u>2021/22</u>			<u>2020/21</u>		
<u>Receipts</u>	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
Private/Voucher Fees	-	17,363.28		-	13,704.68	
OCC funding	-	49,518.83		-	43,825.97	
RESTRICTED - OCC EYPP funding <u>ONLY</u>	840.00	-		231.00	-	
DAF Funding	-	-		693.00	-	
OCC PPE	-	-		50.00	-	
Winter Grant	615.00	-		765.00	-	
Online fundraising	-	-		-	169.96	
Easty Fundraising	-	45.94		-	-	
Amazon Smile	-	94.29		-	-	
Sponsored walk	-	-		-	150.00	
Christmas Cards	-	17.50		-	35.50	
Challenge Leaffield	-	897.24		-	888.29	
Virgin Regular Donation	-	73.20		-	473.97	
Virgin One Off Donation	-	571.94		-	250.00	
Chirstmas Trail	-	-		-	146.86	
Easter Trail	-	-		-	246.32	
Gift Aid	-	284.19		-	703.27	
Donation	-	826.79		-	66.00	
RESTRICTED Grant - Bartlett Taylor	500.00	-		1,000.00	-	
RESTRICTED Grant - PYE	-	-		1,000.00	-	
RESTRICTED Carwash Sensory	-	-		100.00	-	
RESTRICTED Grant - Forest School	550.00	-		-	-	
Sales	-	580.00		-	-	
Bank Interest	-	9.39		-	1.57	
HMRC	-	-		-	5,695.48	
Refund	-	-		-	50.00	
Donation	-	483.50		-	-	
Total income	2,505.00	70,766.09	73,271.09	3,839.00	66,407.87	70,246.87
<u>Payments</u>						
RESTRICTED - OCC EYPP funding <u>ONLY</u>	693.53	-		771.07	-	
Restricted OCC PPE grant	11.57	-		80.43	-	
Restricted OCF S+V	206.13	-		90.40	-	
Restricted LCGYM	-	-		-	-	
DAF Funding	-	-		653.98	-	
Restricted Carwash/Sensory	-	-		-	38.36	
Restricted OCC Garden	50.85	-		-	-	
Winter Grant	735.00	-		765.00	-	
Wages	-	46,028.41		-	46,598.20	
Training	-	1,394.80		-	25.80	
Pension	-	1,368.59		-	1,265.56	
Uniform	-	328.22		-	-	
HMRC	-	2,616.89		-	665.05	
Staff Gifts/Entertainment	-	256.50		-	307.45	
Memberships / Registrations /	-	259.39		-	1,390.19	
Rent	-	6,240.00		-	7,790.00	
Phone LL / Mob / BB	-	971.70		-	797.84	
Insurance	-	889.72		-	762.02	
Teaching Resources	-	-		-	365.09	
Teaching equipment	-	-		-	195.43	
Stationary, postage	-	471.01		-	205.11	
Snacks	-	361.87		-	370.93	
Advertising	-	42.00		-	-	
Cleaning/Other Groceries	-	395.98		-	314.94	
Computer/IT Equip/Office	-	394.04		-	955.29	
Activities	-	1,343.31		-	687.22	
Repairs and Maintenance	-	639.81		-	606.55	
Premesis Expenses	-	330.00		-	-	
Professional Fees	-	891.00		-	95.00	
Donation	-	19.54		-	-	
Total payments	1,697.08	65,242.78	66,939.86	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			6,331.23			4,449.96

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021	23,815.95		19,365.99	
Add total receipts	73,271.09		70,246.87	
Deduct total payments	<u>66,939.86</u>		<u>65,796.91</u>	
Balance as at 31st August 2022		30,147.18		23,815.95

Represented by

Cash in hand	33.43		34.42	
Nat West current a/c	8,389.85		3,229.79	
Nat West fundraising a/c	8,630.09		7,255.93	
Nat West reserves a/c	<u>13,093.81</u>		<u>13,295.81</u>	
Total		30,147.18		23,815.95

Signed by

Date

Signed by

Date

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

Restricted Funds

EYPP **Early Years pupil premium**

<u>Date</u>	<u>Comment</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			- 139.46
03/09/2021	Payment	420.00		280.54
07/10/2021	Amazon		2.86	277.68
09/10/2021	TTS		111.00	166.68
12/11/2021	OCC	420.00		586.68
23/11/2021	Amazon		5.99	580.69
24/11/2021	Amazon		85.08	495.61
25/11/2021	Amazon		87.15	408.46
25/11/2021	Amazon	13.99		422.45
25/11/2021	Amazon	5.94		428.39
26/11/2021	Amazon		9.94	418.45
30/11/2021	Via expenses for JG		10.98	407.47
08/12/2021	Via expenses for JG		2.00	405.47
13/12/2021	Charlbury Garden Centre		5.00	400.47
14/02/2022	Amazon		39.41	361.06
07/03/2022	Amazon - via JC expenses		10.99	350.07
28/03/2022	Farmer Gows		210.00	140.07
18/05/2022	Amazon - Hockey		124.57	15.50
20/05/2022	Amazon		8.49	7.01
		859.93	713.46	7.01

OCC **Kitchen Garden Project**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			92.24
08/03/2022		16.88	75.36
30/03/2022		33.97	41.39
		50.85	41.39

PPE **(Oxon. C.C)**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			11.57
23/09/2021		11.57	-
		11.57	-

OCF **Small and Vital Cookery**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			220.31
31/10/2021		20.48	199.83
31/12/2021		31.31	168.52
28/02/2022		54.19	114.33
30/04/2022		37.92	76.41
30/06/2022		58.44	17.97
31/08/2022		3.79	14.18
		206.13	14.18

Winter grant

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			-
22/10/2021	60.00		60.00
21/10/2021		15.00	45.00
22/10/2021		30.00	15.00
30/11/2021	90.00		105.00
13/12/2021	150.00		255.00
07/12/2021		50.00	205.00
07/12/2021		50.00	155.00
08/12/2021		50.00	105.00
16/02/2022		50.00	55.00
16/02/2022		25.00	30.00
04/04/2022		50.00 -	20.00
04/04/2022		100.00 -	120.00
25/05/2022		15.00 -	135.00
25/05/2022		15.00 -	150.00
26/05/2022		15.00 -	165.00
30/05/2022	45.00		- 120.00
07/07/2022	270.00		150.00
11/07/2022		90.00	60.00
11/07/2022		90.00 -	30.00
11/07/2022		90.00 -	120.00
	615.00	735.00 -	120.00

Bartlett Taylor Charitable Trust

Outside table

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			1,000.00
23/12/2021 Doris Field	500.00		1,500.00
	500.00		1,500.00

DAF Funding

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			39.02
			39.02

PYE

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021 Opening balance			1,000.00
			1,000.00

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020 Opening balance			61.64
			61.64

Leafield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Natwest Current Account Bank Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	3,229.79	
Receipts	95,129.16	
Payments		89,969.10
Sub total	98,358.95	89,969.10
		8,389.85 Balance c/d
Balance b/d	8,389.85	
Closing balance from statement	8,389.85	<i>correct as of 31/08/2022</i>
Difference		0.00

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	7,255.93	
Receipts	14,407.33	
Payments	-	13,033.17
Sub total	21,663.26	13,033.17
		8,630.09 Balance c/d
Balance b/d	8,630.09	
Closing balance from statement	8,630.09	<i>correct as of 31/08/2022</i>
Difference		-

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	13,295.81	
Receipts	2,158.65	
Payments		2,360.65
Sub total	15,454.46	2,360.65
		13,093.81 Balance c/d
Balance b/d	13,093.81	
Closing balance from statement	13,093.81	<i>correct as of 31/08/2022</i>
Difference	-	

Petty Cash Account Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	34.42	
Receipts	-	
Payments		0.99
Sub total	34.42	0.99
		33.43 Balance c/d
Balance b/d	33.43	
Closing balance from Tin	33.43	<i>correct as of 31/08/2022</i>
Difference	-	

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2022 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act.
and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act.
have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
14-Mar-23



Leafield Pre School
Charity no. 1177735
Receipts and
Payments for the year
ending
31 August 2022

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

	<u>2021/22</u>			<u>2020/21</u>		
<u>Receipts</u>	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
Private/Voucher Fees	-	17,363.28		-	13,704.68	
OCC funding	-	49,518.83		-	43,825.97	
RESTRICTED - OCC EYPP funding <u>ONLY</u>	840.00	-		231.00	-	
DAF Funding	-	-		693.00	-	
OCC PPE	-	-		50.00	-	
Winter Grant	615.00	-		765.00	-	
Online fundraising	-	-		-	169.96	
Easty Fundraising	-	45.94		-	-	
Amazon Smile	-	94.29		-	-	
Sponsored walk	-	-		-	150.00	
Christmas Cards	-	17.50		-	35.50	
Challenge Leaffield	-	897.24		-	888.29	
Virgin Regular Donation	-	73.20		-	473.97	
Virgin One Off Donation	-	571.94		-	250.00	
Chirstmas Trail	-	-		-	146.86	
Easter Trail	-	-		-	246.32	
Gift Aid	-	284.19		-	703.27	
Donation	-	826.79		-	66.00	
RESTRICTED Grant - Bartlett Taylor	500.00	-		1,000.00	-	
RESTRICTED Grant - PYE	-	-		1,000.00	-	
RESTRICTED Carwash Sensory	-	-		100.00	-	
RESTRICTED Grant - Forest School	550.00	-		-	-	
Sales	-	580.00		-	-	
Bank Interest	-	9.39		-	1.57	
HMRC	-	-		-	5,695.48	
Refund	-	-		-	50.00	
Donation	-	483.50		-	-	
Total income	2,505.00	70,766.09	73,271.09	3,839.00	66,407.87	70,246.87
<u>Payments</u>						
RESTRICTED - OCC EYPP funding <u>ONLY</u>	693.53	-		771.07	-	
Restricted OCC PPE grant	11.57	-		80.43	-	
Restricted OCF S+V	206.13	-		90.40	-	
Restricted LCGYM	-	-		-	-	
DAF Funding	-	-		653.98	-	
Restricted Carwash/Sensory	-	-		-	38.36	
Restricted OCC Garden	50.85	-		-	-	
Winter Grant	735.00	-		765.00	-	
Wages	-	46,028.41		-	46,598.20	
Training	-	1,394.80		-	25.80	
Pension	-	1,368.59		-	1,265.56	
Uniform	-	328.22		-	-	
HMRC	-	2,616.89		-	665.05	
Staff Gifts/Entertainment	-	256.50		-	307.45	
Memberships / Registrations /	-	259.39		-	1,390.19	
Rent	-	6,240.00		-	7,790.00	
Phone LL / Mob / BB	-	971.70		-	797.84	
Insurance	-	889.72		-	762.02	
Teaching Resources	-	-		-	365.09	
Teaching equipment	-	-		-	195.43	
Stationary, postage	-	471.01		-	205.11	
Snacks	-	361.87		-	370.93	
Advertising	-	42.00		-	-	
Cleaning/Other Groceries	-	395.98		-	314.94	
Computer/IT Equip/Office	-	394.04		-	955.29	
Activities	-	1,343.31		-	687.22	
Repairs and Maintenance	-	639.81		-	606.55	
Premesis Expenses	-	330.00		-	-	
Professional Fees	-	891.00		-	95.00	
Donation	-	19.54		-	-	
Total payments	1,697.08	65,242.78	66,939.86	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			6,331.23			4,449.96

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021	23,815.95		19,365.99	
Add total receipts	73,271.09		70,246.87	
Deduct total payments	<u>66,939.86</u>		<u>65,796.91</u>	
Balance as at 31st August 2022		30,147.18		23,815.95

Represented by

Cash in hand	33.43		34.42	
Nat West current a/c	8,389.85		3,229.79	
Nat West fundraising a/c	8,630.09		7,255.93	
Nat West reserves a/c	<u>13,093.81</u>		<u>13,295.81</u>	
Total		30,147.18		23,815.95

Signed by

Date

Signed by

Date

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

Restricted Funds

EYPP **Early Years pupil premium**

<u>Date</u>	<u>Comment</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			- 139.46
03/09/2021	Payment	420.00		280.54
07/10/2021	Amazon		2.86	277.68
09/10/2021	TTS		111.00	166.68
12/11/2021	OCC	420.00		586.68
23/11/2021	Amazon		5.99	580.69
24/11/2021	Amazon		85.08	495.61
25/11/2021	Amazon		87.15	408.46
25/11/2021	Amazon	13.99		422.45
25/11/2021	Amazon	5.94		428.39
26/11/2021	Amazon		9.94	418.45
30/11/2021	Via expenses for JG		10.98	407.47
08/12/2021	Via expenses for JG		2.00	405.47
13/12/2021	Charlbury Garden Centre		5.00	400.47
14/02/2022	Amazon		39.41	361.06
07/03/2022	Amazon - via JC expenses		10.99	350.07
28/03/2022	Farmer Gows		210.00	140.07
18/05/2022	Amazon - Hockey		124.57	15.50
20/05/2022	Amazon		8.49	7.01
		859.93	713.46	7.01

OCC **Kitchen Garden Project**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			92.24
08/03/2022		16.88	75.36
30/03/2022		33.97	41.39
		50.85	41.39

PPE **(Oxon. C.C)**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			11.57
23/09/2021		11.57	-
		11.57	-

OCF **Small and Vital Cookery**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			220.31
31/10/2021		20.48	199.83
31/12/2021		31.31	168.52
28/02/2022		54.19	114.33
30/04/2022		37.92	76.41
30/06/2022		58.44	17.97
31/08/2022		3.79	14.18
		206.13	14.18

Winter grant

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			-
22/10/2021	60.00		60.00
21/10/2021		15.00	45.00
22/10/2021		30.00	15.00
30/11/2021	90.00		105.00
13/12/2021	150.00		255.00
07/12/2021		50.00	205.00
07/12/2021		50.00	155.00
08/12/2021		50.00	105.00
16/02/2022		50.00	55.00
16/02/2022		25.00	30.00
04/04/2022		50.00 -	20.00
04/04/2022		100.00 -	120.00
25/05/2022		15.00 -	135.00
25/05/2022		15.00 -	150.00
26/05/2022		15.00 -	165.00
30/05/2022	45.00		- 120.00
07/07/2022	270.00		150.00
11/07/2022		90.00	60.00
11/07/2022		90.00 -	30.00
11/07/2022		90.00 -	120.00
	615.00	735.00 -	120.00

Bartlett Taylor Charitable Trust

Outside table

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			1,000.00
23/12/2021 Doris Field	500.00		1,500.00
	500.00		1,500.00

DAF Funding

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			39.02
			39.02

PYE

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021 Opening balance			1,000.00
			1,000.00

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020 Opening balance			61.64
			61.64

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Natwest Current Account Bank Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	3,229.79	
Receipts	95,129.16	
Payments		89,969.10
Sub total	98,358.95	89,969.10
		8,389.85 Balance c/d
Balance b/d	8,389.85	
Closing balance from statement	8,389.85	<i>correct as of 31/08/2022</i>
Difference		0.00

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	7,255.93	
Receipts	14,407.33	
Payments	-	13,033.17
Sub total	21,663.26	13,033.17
		8,630.09 Balance c/d
Balance b/d	8,630.09	
Closing balance from statement	8,630.09	<i>correct as of 31/08/2022</i>
Difference		-

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	13,295.81	
Receipts	2,158.65	
Payments		2,360.65
Sub total	15,454.46	2,360.65
		13,093.81 Balance c/d
Balance b/d	13,093.81	
Closing balance from statement	13,093.81	<i>correct as of 31/08/2022</i>
Difference	-	

Petty Cash Account Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	34.42	
Receipts	-	
Payments		0.99
Sub total	34.42	0.99
		33.43 Balance c/d
Balance b/d	33.43	
Closing balance from Tin	33.43	<i>correct as of 31/08/2022</i>
Difference	-	

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2022 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act.
and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act.
have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
14-Mar-23



Leafield Pre School

Charity no. 1177735

Receipts and Payments

for the year ending

31 August 2023

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2023

Receipts	2022/23		2021/22	
	Restricted	Unrestricted	Restricted	Unrestricted
Private/Voucher Fees	-	27,543.46	-	17,363.28
OCC funding	-	34,289.38	-	49,518.83
RESTRICTED - OCC EYPP funding <u>ONLY</u>	7,165.48	-	840.00	-
Just Giving	-	2,063.55	-	-
Giving.com	-	247.95	-	-
Golden giving	-	396.66	-	-
Easy Fundraising	-	96.49	-	45.94
Amazon Smile	-	145.72	-	94.29
Sponsored walk	-	46.41	-	-
Christmas Cards	-	-	-	17.50
Challenge Leaffield	-	-	-	897.24
Virgin Regular Donation	-	-	-	73.20
Virgin One Off Donation	-	-	-	571.94
Other fundraising	-	533.47	-	-
Easter Trail	-	36.77	-	-
Gift Aid	-	-	-	284.19
RESTRICTED Grant - Bartlett Taylor	-	-	500.00	-
RESTRICTED Grant - Cabin project	3,250.00	-	-	-
RESTRICTED Grant - Winter Grant	330.00	-	615.00	-
RESTRICTED Grant - Forest School	-	-	550.00	-
RESTRICTED Grant - New Floor	1,000.00	-	-	-
Restricted Grant - Small and vital cooking	440.00	-	-	-
Sales	-	-	-	580.00
Bank Interest	-	211.96	-	9.39
Donation	-	2,274.00	-	1,310.29
Total income	12,185.48	67,885.82	2,505.00	70,766.09
		80,071.30		73,271.09

<u>Payments</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
RESTRICTED - OCC EYPP funding ONLY	7,165.48	-	693.53	-
Restricted OCC PPE grant	-	-	11.57	-
Restricted OCC S+v	-	-	206.13	-
RESTRICTED Grant - Cabin project	-	-	-	-
RESTRICTED Grant - Winter Grant	330.00	-	735.00	-
RESTRICTED Grant - Forest School	220.42	-	-	-
RESTRICTED Grant - New Floor	-	-	-	-
Restricted Grant - Small and vital cooking	287.39	-	-	361.87
Restricted OCC Garden	-	-	50.85	6,460.42
Wages	-	47,448.77	-	46,028.41
Training	-	440.60	-	1,394.80
Pension	-	1,787.18	-	1,368.59
Uniform	-	-	-	328.22
HMRC	-	5,143.98	-	2,616.89
Staff Gifts/Entertainment	-	455.00	-	256.50
Memberships / Registrations / Subscriptions	-	320.40	-	259.39
Rent	-	6,240.00	-	6,240.00
Phone LL / Mob / BB	-	220.52	-	971.70
Insurance	-	855.81	-	889.72
Website costs	-	201.58	-	-
Bank/Finance Charges	-	94.80	-	-
Stationary, postage	-	454.87	-	471.01
Advertising	-	311.18	-	42.00
Cleaning/Other Groceries	-	406.28	-	395.98
Computer/IT Equip/Office	-	4,181.86	-	394.04
Activities	-	2,122.66	-	1,343.31
Repairs and Maintenance	-	-	-	639.81
Premesis Expenses	-	1,081.45	-	330.00
Professional Fees	-	979.40	-	891.00
Donation	-	15.10	-	19.54
Total payments	8,003.29	72,761.44	1,697.08	65,242.78
		80,764.73		66,939.86
Annual surplus/deficit	-	693.43		6,331.23

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021

Add total receipts

Deduct total payments

Balance as at 31st August 2022

30,147.18
80,071.30
80,764.73

29,453.75

23,815.95
73,271.09
66,939.86

30,147.18

Represented by

Cash in hand

Nat West current a/c

Nat West fundraising a/c

Nat West reserves a/c

Total

34.42
2,659.36
13,547.92
13,212.05

29,453.75

33.43
8,389.85
8,630.09
13,093.81

30,147.18

Signed by

Date

Signed by

Date

Leaffield Accounts 2023

Restricted Funds

OCF

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2022	Opening balance			14.18
14-Sep-22	Julie Gamage - Bill cleaning Meals		6.56	7.62
05-Oct-22	Julie Gamage - Bill Expenses Meals		9.59 -	1.97
12-Oct-22	Julie Gamage - Bill Expenses Meals		9.27 -	11.24
19-Oct-22	Julie Gamage - Bill Expenses Meals		4.75 -	15.99
01-Nov-22	Julie K Gamage Expenses Via Online Pymt Meals		9.11 -	25.10
01-Nov-22	Leaffield Shop - Bill Term 1 Meals		5.88 -	30.98
15-Nov-22	Julie K Gamage Expenses Via Online Pymt Meals		9.65 -	40.63
22-Nov-22	Julie Gamage - Bill Expenses Meals		6.41 -	47.04
29-Nov-22	Amazon - Bill Expenses Meals		2.53 -	49.57
06-Dec-22	Julie Gamage - Bill Expenses Meals		9.10 -	58.67
12-Dec-22	Julie Gamage - Bill Expenses Meals		9.58 -	68.25
19-Dec-22	Leaffield Shop - Bill Miscellaneous Meals		4.05 -	72.30
06-Jan-23	Julie Gamage - Bill Expenses Meals		5.85 -	78.15
16-Jan-23	Julie Gamage - Bill Expenses Meals		7.40 -	85.55
24-Jan-23	Julie Gamage - Bill Expenses Meals		14.39 -	99.94
31-Jan-23	Julie Gamage - Bill Expenses Meals		10.10 -	110.04
06-Feb-23	Julie Gamage - Bill Expenses Meals		7.12 -	117.16
20-Feb-23	Julie Gamage - Bill Expenses Meals		10.10 -	127.26
28-Feb-23	Leaffield Shop - Bill Expenses Meals / Snacks		4.05 -	131.31
28-Feb-23	Julie Gamage - Bill Expenses Meals / Snacks		6.68 -	137.99
06-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		6.59 -	144.58
20-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		11.37 -	155.95
27-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		4.08 -	160.03
18-Apr-23	Julie Gamage - Bill Expenses Meals / Snacks		7.53 -	167.56
24-Apr-23	Julie Gamage - Bill Expenses Meals / Snacks		9.57 -	177.13
02-May-23	Julie Gamage - Bill Expenses Meals / Snacks		7.68 -	184.81
05-May-23	Donation	300.00		115.19
10-May-23	Julie Gamage - Bill Expenses Meals / Snacks		7.80	107.39
15-May-23	Julie Gamage - Bill Expenses Meals / Snacks		6.38	101.01
22-May-23	Julie Gamage - Bill Expenses Meals / Snacks		9.06	91.95
22-May-23	Morrisons - Bill snacks Meals / Snacks		2.58	89.37
05-Jun-23	Jodie Clatworthy - Bill Expenses Meals / Snacks		9.21	80.16
06-Jun-23	Millfield donation	140.00		220.16
12-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		6.02	214.14
14-Jun-23	Leaffield Shop - Bill March '23 Meals / Snacks		12.49	201.65
20-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		7.22	194.43
20-Jun-23	Lucy Yates - Bill Expenses Meals / Snacks		2.25	192.18
26-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		5.01	187.17
28-Jun-23	Lucy Yates - Bill Expenses Meals / Snacks		7.84	179.33
03-Jul-23	Julie Gamage - Bill Expenses Meals / Snacks		7.79	171.54
17-Jul-23	Julie Gamage - Bill Expenses Meals / Snacks		4.75	166.79
31-Aug-23	Y/E adj		7.27	159.52
				159.52

Small and Vital Cookery

Charity Trust

New flooring

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
26/09/2022	Charities Trust	1,000.00		1,000.00
				1,000.00

Winter grant

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
14/12/2022	Voucher		60.00 -	60.00
29/12/2022	Voucher	60.00		-
23/03/2023	Voucher		30.00 -	30.00
23/03/2023	Voucher		30.00 -	60.00
03/04/2023	Voucher	60.00		-
23/05/2023	Voucher		210.00 -	210.00
30/05/2023	Voucher	210.00		-
		330.00	330.00	-

Bartlett Taylor Charitable Trust**Outside table**

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			1,000.00
23/12/2021	Doris Field	500.00		1,500.00
		500.00		1,500.00

OCC**Salaries**

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
15/03/2023			2,829.68 -	2,829.68
18/04/2023			1,369.20 -	4,198.88
27/06/2023			1,369.20 -	5,568.08
01/08/2023			1,597.40 -	7,165.48
30/08/2023	Paid through salaries	7,165.48		-
		7,165.48	7,165.48	-

Forest School Grant

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2022	Opening Balance			550.00
31/10/2022	Muddy Faces		66.09	483.91
01/11/2022	Amazon		33.88	450.03
02/11/2022	Amazon		16.48	433.55
18/11/2022	Sian Sutton		29.90	403.65
18/01/2023	Newitts		14.09	389.56
01/03/2023	Amazon		39.99	349.57
12/06/2023	Sian Sutton		19.99	329.58
			220.42	109.16

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2023

Natwest Current Account Bank Reconciliation 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	8,389.85	
Receipts	94123.43	
Payments		99853.92
Sub total	102,513.28	99,853.92
		Balance
		2,659.36 c/d
Balance b/d	2,659.36	
Closing balance from statement		2,659.36 correct as of 31/08/2023
Difference	-	0.00

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	8,630.09	
Receipts	11502.19	
Payments		6584.36
Sub total	20,132.28	6,584.36
		Balance
		13,547.92 c/d
Balance b/d	13,547.92	
Closing balance from statement		13,547.92 correct as of 31/08/2023
Difference	-	-

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	13,093.81	
Receipts	118.24	
Payments	-	
Sub total	13,212.05	
		Balance
		13,212.05 c/d
Balance b/d	13,212.05	
Closing balance from statement		13,212.05 correct as of 31/08/2023
Difference		-

Petty Cash Account Reconciliation 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	33.43	
Receipts	0.99	
Payments		-
Sub total	34.42	-
		Balance
		34.42 c/d
Balance b/d	34.42	
Closing balance from Tin		34.42 correct as of 31/08/2023
Difference		-

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2023 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

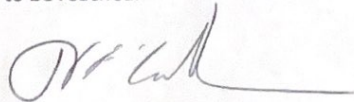
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ



07/03/2024.

Leafield Pre School

Charity no. 1177735

Receipts and Payments

for the year ending

31 August 2023

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2023

Receipts	2022/23		2021/22	
	Restricted	Unrestricted	Restricted	Unrestricted
Private/Voucher Fees	-	27,543.46	-	17,363.28
OCC funding	-	34,289.38	-	49,518.83
RESTRICTED - OCC EYPP funding <u>ONLY</u>	7,165.48	-	840.00	-
Just Giving	-	2,063.55	-	-
Giving.com	-	247.95	-	-
Golden giving	-	396.66	-	-
Easy Fundraising	-	96.49	-	45.94
Amazon Smile	-	145.72	-	94.29
Sponsored walk	-	46.41	-	-
Christmas Cards	-	-	-	17.50
Challenge Leaffield	-	-	-	897.24
Virgin Regular Donation	-	-	-	73.20
Virgin One Off Donation	-	-	-	571.94
Other fundraising	-	533.47	-	-
Easter Trail	-	36.77	-	-
Gift Aid	-	-	-	284.19
RESTRICTED Grant - Bartlett Taylor	-	-	500.00	-
RESTRICTED Grant - Cabin project	3,250.00	-	-	-
RESTRICTED Grant - Winter Grant	330.00	-	615.00	-
RESTRICTED Grant - Forest School	-	-	550.00	-
RESTRICTED Grant - New Floor	1,000.00	-	-	-
Restricted Grant - Small and vital cooking	440.00	-	-	-
Sales	-	-	-	580.00
Bank Interest	-	211.96	-	9.39
Donation	-	2,274.00	-	1,310.29
Total income	12,185.48	67,885.82	2,505.00	70,766.09
		80,071.30		73,271.09

<u>Payments</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
RESTRICTED - OCC EYPP funding ONLY	7,165.48	-	693.53	-
Restricted OCC PPE grant	-	-	11.57	-
Restricted OCC S+v	-	-	206.13	-
RESTRICTED Grant - Cabin project	-	-	-	-
RESTRICTED Grant - Winter Grant	330.00	-	735.00	-
RESTRICTED Grant - Forest School	220.42	-	-	-
RESTRICTED Grant - New Floor	-	-	-	-
Restricted Grant - Small and vital cooking	287.39	-	-	361.87
Restricted OCC Garden	-	-	50.85	6,460.42
Wages	-	47,448.77	-	46,028.41
Training	-	440.60	-	1,394.80
Pension	-	1,787.18	-	1,368.59
Uniform	-	-	-	328.22
HMRC	-	5,143.98	-	2,616.89
Staff Gifts/Entertainment	-	455.00	-	256.50
Memberships / Registrations / Subscriptions	-	320.40	-	259.39
Rent	-	6,240.00	-	6,240.00
Phone LL / Mob / BB	-	220.52	-	971.70
Insurance	-	855.81	-	889.72
Website costs	-	201.58	-	-
Bank/Finance Charges	-	94.80	-	-
Stationary, postage	-	454.87	-	471.01
Advertising	-	311.18	-	42.00
Cleaning/Other Groceries	-	406.28	-	395.98
Computer/IT Equip/Office	-	4,181.86	-	394.04
Activities	-	2,122.66	-	1,343.31
Repairs and Maintenance	-	-	-	639.81
Premesis Expenses	-	1,081.45	-	330.00
Professional Fees	-	979.40	-	891.00
Donation	-	15.10	-	19.54
Total payments	8,003.29	72,761.44	1,697.08	65,242.78
		80,764.73		66,939.86
Annual surplus/deficit	-	693.43		6,331.23

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021

Add total receipts

Deduct total payments

Balance as at 31st August 2022

30,147.18
80,071.30
80,764.73

29,453.75

23,815.95
73,271.09
66,939.86

30,147.18

Represented by

Cash in hand

Nat West current a/c

Nat West fundraising a/c

Nat West reserves a/c

Total

34.42
2,659.36
13,547.92
13,212.05

29,453.75

33.43
8,389.85
8,630.09
13,093.81

30,147.18

Signed by

Date

Signed by

Date

Leaffield Accounts 2023

Restricted Funds

OCF

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2022	Opening balance			14.18
14-Sep-22	Julie Gamage - Bill cleaning Meals		6.56	7.62
05-Oct-22	Julie Gamage - Bill Expenses Meals		9.59	1.97
12-Oct-22	Julie Gamage - Bill Expenses Meals		9.27	11.24
19-Oct-22	Julie Gamage - Bill Expenses Meals		4.75	15.99
01-Nov-22	Julie K Gamage Expenses Via Online Pymt Meals		9.11	25.10
01-Nov-22	Leaffield Shop - Bill Term 1 Meals		5.88	30.98
15-Nov-22	Julie K Gamage Expenses Via Online Pymt Meals		9.65	40.63
22-Nov-22	Julie Gamage - Bill Expenses Meals		6.41	47.04
29-Nov-22	Amazon - Bill Expenses Meals		2.53	49.57
06-Dec-22	Julie Gamage - Bill Expenses Meals		9.10	58.67
12-Dec-22	Julie Gamage - Bill Expenses Meals		9.58	68.25
19-Dec-22	Leaffield Shop - Bill Miscellaneous Meals		4.05	72.30
06-Jan-23	Julie Gamage - Bill Expenses Meals		5.85	78.15
16-Jan-23	Julie Gamage - Bill Expenses Meals		7.40	85.55
24-Jan-23	Julie Gamage - Bill Expenses Meals		14.39	99.94
31-Jan-23	Julie Gamage - Bill Expenses Meals		10.10	110.04
06-Feb-23	Julie Gamage - Bill Expenses Meals		7.12	117.16
20-Feb-23	Julie Gamage - Bill Expenses Meals		10.10	127.26
28-Feb-23	Leaffield Shop - Bill Expenses Meals / Snacks		4.05	131.31
28-Feb-23	Julie Gamage - Bill Expenses Meals / Snacks		6.68	137.99
06-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		6.59	144.58
20-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		11.37	155.95
27-Mar-23	Julie Gamage - Bill Expenses Meals / Snacks		4.08	160.03
18-Apr-23	Julie Gamage - Bill Expenses Meals / Snacks		7.53	167.56
24-Apr-23	Julie Gamage - Bill Expenses Meals / Snacks		9.57	177.13
02-May-23	Julie Gamage - Bill Expenses Meals / Snacks		7.68	184.81
05-May-23	Donation	300.00		115.19
10-May-23	Julie Gamage - Bill Expenses Meals / Snacks		7.80	107.39
15-May-23	Julie Gamage - Bill Expenses Meals / Snacks		6.38	101.01
22-May-23	Julie Gamage - Bill Expenses Meals / Snacks		9.06	91.95
22-May-23	Morrisons - Bill snacks Meals / Snacks		2.58	89.37
05-Jun-23	Jodie Clatworthy - Bill Expenses Meals / Snacks		9.21	80.16
06-Jun-23	Millfield donation	140.00		220.16
12-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		6.02	214.14
14-Jun-23	Leaffield Shop - Bill March '23 Meals / Snacks		12.49	201.65
20-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		7.22	194.43
20-Jun-23	Lucy Yates - Bill Expenses Meals / Snacks		2.25	192.18
26-Jun-23	Julie Gamage - Bill Expenses Meals / Snacks		5.01	187.17
28-Jun-23	Lucy Yates - Bill Expenses Meals / Snacks		7.84	179.33
03-Jul-23	Julie Gamage - Bill Expenses Meals / Snacks		7.79	171.54
17-Jul-23	Julie Gamage - Bill Expenses Meals / Snacks		4.75	166.79
31-Aug-23	Y/E adj		7.27	159.52
				159.52

Charity Trust

New flooring

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
26/09/2022	Charities Trust	1,000.00		1,000.00
				1,000.00

Winter grant

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
14/12/2022	Voucher		60.00 -	60.00
29/12/2022	Voucher	60.00		-
23/03/2023	Voucher		30.00 -	30.00
23/03/2023	Voucher		30.00 -	60.00
03/04/2023	Voucher	60.00		-
23/05/2023	Voucher		210.00 -	210.00
30/05/2023	Voucher	210.00		-
		330.00	330.00	-

Bartlett Taylor Charitable Trust**Outside table**

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			1,000.00
23/12/2021	Doris Field	500.00		1,500.00
		500.00		1,500.00

OCC**Salaries**

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
15/03/2023			2,829.68 -	2,829.68
18/04/2023			1,369.20 -	4,198.88
27/06/2023			1,369.20 -	5,568.08
01/08/2023			1,597.40 -	7,165.48
30/08/2023	Paid through salaries	7,165.48		-
		7,165.48	7,165.48	-

Forest School Grant

<u>Date</u>		<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2022	Opening Balance			550.00
31/10/2022	Muddy Faces		66.09	483.91
01/11/2022	Amazon		33.88	450.03
02/11/2022	Amazon		16.48	433.55
18/11/2022	Sian Sutton		29.90	403.65
18/01/2023	Newitts		14.09	389.56
01/03/2023	Amazon		39.99	349.57
12/06/2023	Sian Sutton		19.99	329.58
			220.42	109.16

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2023

Natwest Current Account Bank Reconciliation 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	8,389.85	
Receipts	94123.43	
Payments		99853.92
Sub total	102,513.28	99,853.92
		Balance
		2,659.36 c/d
Balance b/d	2,659.36	
Closing balance from statement		2,659.36 correct as of 31/08/2023
Difference	-	0.00

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	8,630.09	
Receipts	11502.19	
Payments		6584.36
Sub total	20,132.28	6,584.36
		Balance
		13,547.92 c/d
Balance b/d	13,547.92	
Closing balance from statement		13,547.92 correct as of 31/08/2023
Difference	-	-

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	13,093.81	
Receipts	118.24	
Payments	-	
Sub total	13,212.05	
		Balance
		13,212.05 c/d
Balance b/d	13,212.05	
Closing balance from statement		13,212.05 correct as of 31/08/2023
Difference		-

Petty Cash Account Reconciliation 01/09/22 - 31/08/2023

	DR	CR
Balance b/f	33.43	
Receipts	0.99	
Payments		-
Sub total	34.42	-
		Balance
		34.42 c/d
Balance b/d	34.42	
Closing balance from Tin		34.42 correct as of 31/08/2023
Difference		-

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2023 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

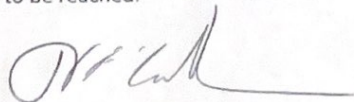
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ



07/03/2024.

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2021 Period start date to 31st August 2022

Period end date

Charity name: Leaffield Pre School

Charity registration number: 1177735

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objectives the development and education of children and young people by: • Promoting their care and safety • Promoting their education and promoting parental involvement • Promoting their health and well-being • Providing services to support them and their families and carers • Providing services to individuals holding membership of the CIO • Furthering the aims of the pre-school learning alliance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council. We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	There are a couple of parent helpers/volunteers that have supported forest school and offsite trips this year.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	For the first year in a while the pre-school was not directly impacted by Covid although there were several periods where high cases were reported in staff and children which continued to put a strain on resources but fortunately no major impact. The new manager started their role at the beginning of the academic year, with a new deputy also being promoted internally. Both know the setting inside out and have helped it grow from strength to strength which is reflected in the strong numbers of children within the setting as well as on the waiting list. As would be expected with any change in management, processes have been revisited, reviewed and updated across the preschool. A lot of work has gone into getting the management and trustees aligned also to make sure operations are slick, effective and child centric. The financial processes have continued to go from strength to strength with the introduction of a receipt tracking process for monthly booking and closing the year with moving from a spreadsheet bookkeeping tool to an online

		cloud based tool that links directly to the bank accounts. Fundraising remains critical for the survival of the setting. The committee continues to put a lot of focus on this with another successful village wide sports challenge and a number of seasonal activities such as Wreath workshops. We have also been successful in grant applications that have supported several activities in preschool particularly in relation to training a member of staff to become a fully qualified Forest School Practitioner. They are due to qualify next academic year.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity made a small profit during this period largely due to fundraising. The closing balance of the current account during this period was good, but a lot of this was inflated by an early payment by the OCC. Going forward the charity will continue with budgeting for a good closing balance before the start of the academic year. The bank account was also split 3 ways to cover 1. Current Account, 2. Fundraising and 3. Reserves ready for the next financial year. This will add to the controls in place to ensure financial stability and give full transparency of funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A separate reserves account is in place which includes 2 pools of money: 1 – for the event of permanent closure (including rent and statutory redundancy) 2 – for the event of a short-term closure (including rent, salaries, etc) In addition, a 10% buffer has been applied.
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2021 £13093.81
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has three sources of income: - Funding from Oxfordshire County Council for children who are entitled to funded sessions. - Private fees from parents who children are not entitled to funded sessions. - Fundraising – from grants and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.
		N/A

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	As with most early years setting the principal risk facing the charity in the year to come will be to ensure enough children are registered for all sessions and child numbers do not drop whilst maintaining enough income from fees, OCC and fundraising to stay afloat. Managing costs will be critical.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (1) a copy of the constitution and any amendments made to it
--	-----------	---

		(2) a copy of the CIO's latest trustees' annual report and statement of accounts (3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements (4) a copy of all preschool policies including GDPR requirements All, Neglect and FGM. They also complete DBS Checks and OFSTED registration.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day-to-day management team and lead fundraising activities. The preschool is managed in its day-to-day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 3 additional Childcare Practitioners within their team. The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners. Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.
Relationship with any related parties	Para 1.51	Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We have initiated a joint fundraising event and actively foster a good working relationship to enable smooth transitions for the children moving up to the school.
Other		N/A

Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	Leaffield Pre School Play Group Room, Leaffield Village Hall, Lower End, Leaffield, OX29 9QJ

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	Louise Kenny	Chair	Oct 21 to present	Committee
2	Jo Rowles	Trustee/Treasurer	Oct 21 to present	Committee
3	Hannah Brown	Trustee/Secretary	Whole Year	Committee
4	Megan Fowler	Trustee	June 22 to present	Committee
5				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

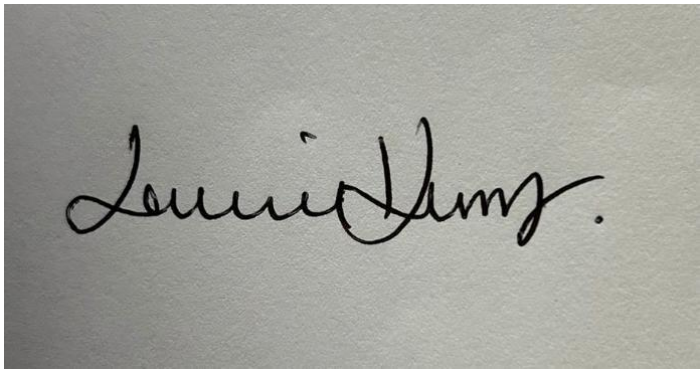
N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
--	--

Full name(s)

Louise Kenny

Position (eg
Secretary, Chair,
etc)

Chair

Date

12/06/2023

Leafield Pre School

Charity no. 1177735

Receipts and Payments

for the year ending

31 August 2022

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

	<u>2021/22</u>			<u>2020/21</u>		
<u>Receipts</u>	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
Private/Voucher Fees	-	17,363.28		-	13,704.68	
OCC funding	-	49,518.83		-	43,825.97	
RESTRICTED - OCC EYPP funding <u>ONLY</u>	840.00	-		231.00	-	
DAF Funding	-	-		693.00	-	
OCC PPE	-	-		50.00	-	
Winter Grant	615.00	-		765.00	-	
Online fundraising	-	-		-	169.96	
Easty Fundraising	-	45.94		-	-	
Amazon Smile	-	94.29		-	-	
Sponsored walk	-	-		-	150.00	
Christmas Cards	-	17.50		-	35.50	
Challenge Leaffield	-	897.24		-	888.29	
Virgin Regular Donation	-	73.20		-	473.97	
Virgin One Off Donation	-	571.94		-	250.00	
Chirstmas Trail	-	-		-	146.86	
Easter Trail	-	-		-	246.32	
Gift Aid	-	284.19		-	703.27	
Donation	-	826.79		-	66.00	
RESTRICTED Grant - Bartlett Taylor	500.00	-		1,000.00	-	
RESTRICTED Grant - PYE	-	-		1,000.00	-	
RESTRICTED Carwash Sensory	-	-		100.00	-	
RESTRICTED Grant - Forest School	550.00	-		-	-	
Sales	-	580.00		-	-	
Bank Interest	-	9.39		-	1.57	
HMRC	-	-		-	5,695.48	
Refund	-	-		-	50.00	
Donation	-	483.50		-	-	
Total income	2,505.00	70,766.09	73,271.09	3,839.00	66,407.87	70,246.87
<u>Payments</u>						
RESTRICTED - OCC EYPP funding <u>ONLY</u>	693.53	-		771.07	-	
Restricted OCC PPE grant	11.57	-		80.43	-	
Restricted OCC S+V	206.13	-		90.40	-	
Restricted LCGYM	-	-		-	-	
DAF Funding	-	-		653.98	-	
Restricted Carwash/Sensory	-	-		-	38.36	
Restricted OCC Garden	50.85	-		-	-	
Winter Grant	735.00	-		765.00	-	
Wages	-	46,028.41		-	46,598.20	
Training	-	1,394.80		-	25.80	
Pension	-	1,368.59		-	1,265.56	
Uniform	-	328.22		-	-	
HMRC	-	2,616.89		-	665.05	
Staff Gifts/Entertainment	-	256.50		-	307.45	
Memberships / Registrations /	-	259.39		-	1,390.19	
Rent	-	6,240.00		-	7,790.00	
Phone LL / Mob / BB	-	971.70		-	797.84	
Insurance	-	889.72		-	762.02	
Teaching Resources	-	-		-	365.09	
Teaching equipment	-	-		-	195.43	
Stationary, postage	-	471.01		-	205.11	
Snacks	-	361.87		-	370.93	
Advertising	-	42.00		-	-	
Cleaning/Other Groceries	-	395.98		-	314.94	
Computer/IT Equip/Office	-	394.04		-	955.29	
Activities	-	1,343.31		-	687.22	
Repairs and Maintenance	-	639.81		-	606.55	
Premesis Expenses	-	330.00		-	-	
Professional Fees	-	891.00		-	95.00	
Donation	-	19.54		-	-	
Total payments	1,697.08	65,242.78	66,939.86	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			6,331.23			4,449.96

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021	23,815.95		19,365.99	
Add total receipts	73,271.09		70,246.87	
Deduct total payments	66,939.86		65,796.91	
Balance as at 31st August 2022		30,147.18		23,815.95

Represented by

Cash in hand	33.43		34.42	
Nat West current a/c	8,389.85		3,229.79	
Nat West fundraising a/c	8,630.09		7,255.93	
Nat West reserves a/c	13,093.81		13,295.81	
Total		30,147.18		23,815.95

Signed by

Date

Signed by

Date

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Restricted Funds

EYPP

Early Years pupil premium

<u>Date</u>	<u>Comment</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			- 139.46
03/09/2021	Payment	420.00		280.54
07/10/2021	Amazon		2.86	277.68
09/10/2021	TTS		111.00	166.68
12/11/2021	OCC	420.00		586.68
23/11/2021	Amazon		5.99	580.69
24/11/2021	Amazon		85.08	495.61
25/11/2021	Amazon		87.15	408.46
25/11/2021	Amazon	13.99		422.45
25/11/2021	Amazon	5.94		428.39
26/11/2021	Amazon		9.94	418.45
30/11/2021	Via expenses for JG		10.98	407.47
08/12/2021	Via expenses for JG		2.00	405.47
13/12/2021	Charlbury Garden Centre		5.00	400.47
14/02/2022	Amazon		39.41	361.06
07/03/2022	Amazon - via JC expenses		10.99	350.07
28/03/2022	Farmer Gows		210.00	140.07
18/05/2022	Amazon - Hockey		124.57	15.50
20/05/2022	Amazon		8.49	7.01
		859.93	713.46	7.01

OCC

Kitchen Garden Project

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			92.24
08/03/2022		16.88	75.36
30/03/2022		33.97	41.39
		50.85	41.39

PPE

(Oxon. C.C)

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			11.57
23/09/2021		11.57	-
		11.57	-

OCF**Small and Vital Cookery**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			220.31
31/10/2021		20.48	199.83
31/12/2021		31.31	168.52
28/02/2022		54.19	114.33
30/04/2022		37.92	76.41
30/06/2022		58.44	17.97
31/08/2022		3.79	14.18
		206.13	14.18

Winter grant

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			-
22/10/2021	60.00		60.00
21/10/2021		15.00	45.00
22/10/2021		30.00	15.00
30/11/2021	90.00		105.00
13/12/2021	150.00		255.00
07/12/2021		50.00	205.00
07/12/2021		50.00	155.00
08/12/2021		50.00	105.00
16/02/2022		50.00	55.00
16/02/2022		25.00	30.00
04/04/2022		50.00 -	20.00
04/04/2022		100.00 -	120.00
25/05/2022		15.00 -	135.00
25/05/2022		15.00 -	150.00
26/05/2022		15.00 -	165.00
30/05/2022	45.00		120.00
07/07/2022	270.00		150.00
11/07/2022		90.00	60.00
11/07/2022		90.00 -	30.00
11/07/2022		90.00 -	120.00
	615.00	735.00 -	120.00

Bartlett Taylor Charitable Trust**Outside table**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			1,000.00
23/12/2021 Doris Field	500.00		1,500.00
	500.00		1,500.00

DAF Funding

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			39.02
			39.02

PYE

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021 Opening balance			1,000.00
			1,000.00

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020 Opening balance			61.64
			61.64

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Natwest Current Account Bank Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	3,229.79	
Receipts	95,129.16	
Payments		89,969.10
Sub total	98,358.95	89,969.10
		8,389.85 Balance c/d
Balance b/d	8,389.85	
Closing balance from statement	8,389.85	<i>correct as of 31/08/2022</i>
Difference	0.00	

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	7,255.93	
Receipts	14,407.33	
Payments	-	13,033.17
Sub total	21,663.26	13,033.17
		8,630.09 Balance c/d
Balance b/d	8,630.09	
Closing balance from statement	8,630.09	<i>correct as of 31/08/2022</i>
Difference	-	

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	13,295.81	
Receipts	2,158.65	
Payments		2,360.65
Sub total	15,454.46	2,360.65
		13,093.81 Balance c/d
Balance b/d	13,093.81	
Closing balance from statement	13,093.81	<i>correct as of 31/08/2022</i>
Difference	-	

Petty Cash Account Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	34.42	
Receipts	-	
Payments		0.99
Sub total	34.42	0.99
		33.43 Balance c/d
Balance b/d	33.43	
Closing balance from Tin	33.43	<i>correct as of 31/08/2022</i>
Difference	-	

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2022 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - of a) to keep proper accounting records in accordance with section 41 of the 1993 Act.
 - and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act.have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
14-Mar-23



Leafield Pre School

Charity no. 1177735

Receipts and Payments

for the year ending

31 August 2022

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leaffield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2022

Receipts	2021/22			2020/21		
	Restricted	Unrestricted		Restricted	Unrestricted	
Private/Voucher Fees	-	17,363.28		-	13,704.68	
OCC funding	-	49,518.83		-	43,825.97	
RESTRICTED - OCC EYPP funding <u>ONLY</u>	840.00	-		231.00	-	
DAF Funding	-	-		693.00	-	
OCC PPE	-	-		50.00	-	
Winter Grant	615.00	-		765.00	-	
Online fundraising	-	-		-	169.96	
Easty Fundraising	-	45.94		-	-	
Amazon Smile	-	94.29		-	-	
Sponsored walk	-	-		-	150.00	
Christmas Cards	-	17.50		-	35.50	
Challenge Leaffield	-	897.24		-	888.29	
Virgin Regular Donation	-	73.20		-	473.97	
Virgin One Off Donation	-	571.94		-	250.00	
Chirstmas Trail	-	-		-	146.86	
Easter Trail	-	-		-	246.32	
Gift Aid	-	284.19		-	703.27	
Donation	-	826.79		-	66.00	
RESTRICTED Grant - Bartlett Taylor	500.00	-		1,000.00	-	
RESTRICTED Grant - PYE	-	-		1,000.00	-	
RESTRICTED Carwash Sensory	-	-		100.00	-	
RESTRICTED Grant - Forest School	550.00	-		-	-	
Sales	-	580.00		-	-	
Bank Interest	-	9.39		-	1.57	
HMRC	-	-		-	5,695.48	
Refund	-	-		-	50.00	
Donation	-	483.50		-	-	
Total income	2,505.00	70,766.09	73,271.09	3,839.00	66,407.87	70,246.87
Payments						
RESTRICTED - OCC EYPP funding <u>ONLY</u>	693.53	-		771.07	-	
Restricted OCC PPE grant	11.57	-		80.43	-	
Restricted OCF S+V	206.13	-		90.40	-	
Restricted LCGYM	-	-		-	-	
DAF Funding	-	-		653.98	-	
Restricted Carwash/Sensory	-	-		-	38.36	
Restricted OCC Garden	50.85	-		-	-	
Winter Grant	735.00	-		765.00	-	
Wages	-	46,028.41		-	46,598.20	
Training	-	1,394.80		-	25.80	
Pension	-	1,368.59		-	1,265.56	
Uniform	-	328.22		-	-	
HMRC	-	2,616.89		-	665.05	
Staff Gifts/Entertainment	-	256.50		-	307.45	
Memberships / Registrations /	-	259.39		-	1,390.19	
Rent	-	6,240.00		-	7,790.00	
Phone LL / Mob / BB	-	971.70		-	797.84	
Insurance	-	889.72		-	762.02	
Teaching Resources	-	-		-	365.09	
Teaching equipment	-	-		-	195.43	
Stationary, postage	-	471.01		-	205.11	
Snacks	-	361.87		-	370.93	
Advertising	-	42.00		-	-	
Cleaning/Other Groceries	-	395.98		-	314.94	
Computer/IT Equip/Office	-	394.04		-	955.29	
Activities	-	1,343.31		-	687.22	
Repairs and Maintenance	-	639.81		-	606.55	
Premesis Expenses	-	330.00		-	-	
Professional Fees	-	891.00		-	95.00	
Donation	-	19.54		-	-	
Total payments	1,697.08	65,242.78	66,939.86	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			6,331.23			4,449.96

Receipts & Payments Summary

Balance b/fwd @ 1st September 2021	23,815.95		19,365.99	
Add total receipts	73,271.09		70,246.87	
Deduct total payments	66,939.86		65,796.91	
Balance as at 31st August 2022		30,147.18		23,815.95

Represented by

Cash in hand	33.43		34.42	
Nat West current a/c	8,389.85		3,229.79	
Nat West fundraising a/c	8,630.09		7,255.93	
Nat West reserves a/c	13,093.81		13,295.81	
Total		30,147.18		23,815.95

Signed by

Date

Signed by

Date

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Restricted Funds

EYPP

Early Years pupil premium

<u>Date</u>	<u>Comment</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021	Opening balance			- 139.46
03/09/2021	Payment	420.00		280.54
07/10/2021	Amazon		2.86	277.68
09/10/2021	TTS		111.00	166.68
12/11/2021	OCC	420.00		586.68
23/11/2021	Amazon		5.99	580.69
24/11/2021	Amazon		85.08	495.61
25/11/2021	Amazon		87.15	408.46
25/11/2021	Amazon	13.99		422.45
25/11/2021	Amazon	5.94		428.39
26/11/2021	Amazon		9.94	418.45
30/11/2021	Via expenses for JG		10.98	407.47
08/12/2021	Via expenses for JG		2.00	405.47
13/12/2021	Charlbury Garden Centre		5.00	400.47
14/02/2022	Amazon		39.41	361.06
07/03/2022	Amazon - via JC expenses		10.99	350.07
28/03/2022	Farmer Gows		210.00	140.07
18/05/2022	Amazon - Hockey		124.57	15.50
20/05/2022	Amazon		8.49	7.01
		859.93	713.46	7.01

OCC

Kitchen Garden Project

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			92.24
08/03/2022		16.88	75.36
30/03/2022		33.97	41.39
		50.85	41.39

PPE

(Oxon. C.C)

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021			11.57
23/09/2021		11.57	-
		11.57	-

OCF**Small and Vital Cookery**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			220.31
31/10/2021		20.48	199.83
31/12/2021		31.31	168.52
28/02/2022		54.19	114.33
30/04/2022		37.92	76.41
30/06/2022		58.44	17.97
31/08/2022		3.79	14.18
		206.13	14.18

Winter grant

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			-
22/10/2021	60.00		60.00
21/10/2021		15.00	45.00
22/10/2021		30.00	15.00
30/11/2021	90.00		105.00
13/12/2021	150.00		255.00
07/12/2021		50.00	205.00
07/12/2021		50.00	155.00
08/12/2021		50.00	105.00
16/02/2022		50.00	55.00
16/02/2022		25.00	30.00
04/04/2022		50.00 -	20.00
04/04/2022		100.00 -	120.00
25/05/2022		15.00 -	135.00
25/05/2022		15.00 -	150.00
26/05/2022		15.00 -	165.00
30/05/2022	45.00		120.00
07/07/2022	270.00		150.00
11/07/2022		90.00	60.00
11/07/2022		90.00 -	30.00
11/07/2022		90.00 -	120.00
	615.00	735.00 -	120.00

Bartlett Taylor Charitable Trust**Outside table**

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			1,000.00
23/12/2021 Doris Field	500.00		1,500.00
	500.00		1,500.00

DAF Funding

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
01/09/2021 Opening balance			39.02
			39.02

PYE

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021 Opening balance			1,000.00
			1,000.00

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020 Opening balance			61.64
			61.64

Leaffield Pre School

Summary of Receipts and Payments

Accounts for the year ending 31st August 2022

Natwest Current Account Bank Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	3,229.79	
Receipts	95,129.16	
Payments		89,969.10
Sub total	98,358.95	89,969.10
		8,389.85 Balance c/d
Balance b/d	8,389.85	
Closing balance from statement	8,389.85	<i>correct as of 31/08/2022</i>
Difference	0.00	

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	7,255.93	
Receipts	14,407.33	
Payments	-	13,033.17
Sub total	21,663.26	13,033.17
		8,630.09 Balance c/d
Balance b/d	8,630.09	
Closing balance from statement	8,630.09	<i>correct as of 31/08/2022</i>
Difference	-	

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	13,295.81	
Receipts	2,158.65	
Payments		2,360.65
Sub total	15,454.46	2,360.65
		13,093.81 Balance c/d
Balance b/d	13,093.81	
Closing balance from statement	13,093.81	<i>correct as of 31/08/2022</i>
Difference	-	

Petty Cash Account Reconciliation 01/09/21 - 31/08/2022

	DR	CR
Balance b/f	34.42	
Receipts	-	
Payments		0.99
Sub total	34.42	0.99
		33.43 Balance c/d
Balance b/d	33.43	
Closing balance from Tin	33.43	<i>correct as of 31/08/2022</i>
Difference	-	

LEAFIELD Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School

I report on the accounts of the Charity for the year ended 31 August 2022 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - of a) to keep proper accounting records in accordance with section 41 of the 1993 Act.
 - and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act.have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
14-Mar-23



Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2020 Period start date to 31st August 2021
Period end date

Charity name: Leaffield Pre School

Charity registration number: 1177735

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objectives the development and education of children and young people by: • Promoting their care and safety • Promoting their education and promoting parental involvement • Promoting their health and well-being • Providing services to support them and their families and carers • Providing services to individuals holding membership of the CIO • Furthering the aims of the pre-school learning alliance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council. We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.
Statement confirming whether the trustees	Para 1.18	In setting our objectives and planning our activities the

have had regard to the guidance issued by the Charity Commission on public benefit		Trustees have considered the Charity Commission's public benefit guidance.
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Due to Covid restrictions there have been no volunteers utilised in this financial year. The trustees and committee are made up of parents and local residents who kindly donate their time and experience to direct the management, fundraise and assist with maintenance of the preschool.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The uncertainty of covid remained front of mind this year, with the impact of COVID 19 continuing. The Manager and Staff continued to work tirelessly through the year despite regular announcements from pre-school learning alliance and government in light of COVID 19 changing recommendations. As in previous lockdowns and closures the staff continued to support the children by creating digital content and prepared preschool for a safe and friendly reopening at the earliest time possible. The manager left at the end of the year, but the role was filled by the

		current deputy manager and a thorough and timely handover took place. All employees come from the local community. The financial processes have continued to be streamlined and the way we budget, plan and track our spending is giving us maximum control. Fundraising remains critical for the survival of the setting. The committee continues to put a lot of focus on this including running another successful village wide event encouraging exercise and collaboration with the local primary school We have also been successful in grant applications that have supported several activities in preschool.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity made a small profit during this period largely due to fundraising. The closing balance of the current account during this period was good, as always there was little financial pressure for the Autumn term. Going forward the charity will continue with budgeting for a good closing balance before the start of the academic year. The bank account was also split 3 ways to cover 1. Current Account, 2. Fundraising and 3. Reserves ready for the next financial year. This will add to the controls in place to ensure financial stability and give full transparency of funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A separate reserves account is now in place which includes 2 pools of money: 1 - for the event of permanent closure (including rent and statutory redundancy) 2 - for the event of a short term closure (including rent, salaries, etc) In addition a 10% buffer has been applied.
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2021 £13295.81
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has three sources of income: - Funding from Oxfordshire County Council for children who are entitled to funded sessions. - Private fees from parents who children are not entitled to funded sessions. - Fundraising - from grants
--	-----------	---

		and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risk facing the charity in the year to come will be to ensure enough children are registered for all sessions and child numbers do not drop due to the ongoing effects of the global COVID 19 pandemic. Continued monitoring of staff levels vs child numbers will be an essential requirement. Cash flow and budget must also be managed carefully.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or

		been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (1) a copy of the constitution and any amendments made to it (2) a copy of the CIO's latest trustees' annual report and statement of accounts (3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements (4) a copy of all preschool policies including GDPR requirements All trustees undertake safeguarding training including Prevent, Neglect and FGM. They also complete DBS Checks and OFSTED registration.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day to day management team and lead fundraising activities. The preschool is managed in its day to day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 4 additional Childcare Practitioners within their team. The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners. Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.
Relationship with any related parties	Para 1.51	Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We have initiated a joint fundraising event and actively foster a good working relationship to enable smooth transitions for the children moving up to the school.
Other		N/A

Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	Leaffield Pre School Play Group Room, Leaffield Village Hall, Lower End, Leaffield, OX29 9QJ

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	Rachel Cornah	Chair	Whole Year	Committee
2	Rachel Beynon	Fundraising	Whole Year	Committee
3	Alexandra Holdsworth	Secretary	Whole Year	Committee
4	Hannah Brown	trustee	Whole Year	Committee
5				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

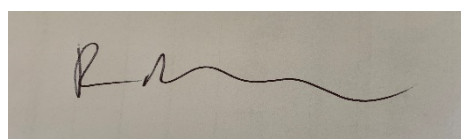
N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Rachel Lucy Burgess Cornah

Position (eg
Secretary, Chair, etc)

Chair

Date

16/06/2021

Leafield Pre School

Charity no. 1063400

Receipts and Payments

for the year ending

31 August 2021

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2021

	2020/21		2019/20
Receipts	Restricted	Unrestricted	
Private/Voucher Fees	-	13,704.68	10,183.92
OCC funding	-	43,825.97	35,130.36
RESTRICTED - OCC EYPP funding <u>ONLY</u>	231.00	-	678.00
DAF Funding	693.00	-	-
OCC PPE	50.00	-	-
Winter Grant	765.00	-	-
Online fundraising	-	169.96	114.52
Other sponsorship non LPS event	-	-	31.00
Apple Day	-	-	6.50
Sponsored walk	-	150.00	278.00
Christmas Cards	-	35.50	67.50
Christmas Concert	-	-	276.90
Readathon	-	-	301.00
Challenge Leafield	-	888.29	1,909.46
Virgin Regular Donation	-	473.97	231.30
Virgin One Off Donation	-	250.00	130.00
Chirstmas Trail	-	146.86	-
Easter Trail	-	246.32	-
Gift Aid	-	703.27	-
Donation	-	66.00	170.82
RESTRICTED Grant - Bartlett Taylor	1,000.00	-	1,158.23
RESTRICTED Grant - PYE	1,000.00	-	-
RESTRICTED Carwash Sensory	100.00	-	-
Sales	-	-	187.00
Bank Interest	-	1.57	14.61
HMRC	-	5,695.48	8,364.85
Retund	-	50.00	-
Total income	3,839.00	66,407.87	70,246.87
Payments			
RESTRICTED - OCC EYPP funding <u>ONLY</u>	771.07	-	438.71
Restricted OCC PPE grant	80.43	-	8.00
Restricted OCF S+V	90.40	-	189.29
Restricted LCGYM	-	-	78.00
DAF Funding	653.98	-	-
Restricted Carwash/Sensory	-	38.36	-
Restricted OCC Garden	-	-	437.99
Winter Grant	765.00	-	-
Wages	-	46,598.20	42,833.15
Training	-	25.80	1,005.54
Pension	-	1,265.56	762.63
HMRC	-	665.05	51.67
Staff Gifts/Entertainment	-	307.45	229.98
Memberships / Registrations /			
Subscriptions	-	1,390.19	191.20
Rent	-	7,790.00	1,560.00
Phone LL / Mob / BB	-	797.84	687.18
Insurance	-	762.02	760.77
Teaching Resources	-	365.09	305.73
Teaching equipment	-	195.43	59.66
Stationary, postage	-	205.11	130.37
Snacks	-	370.93	438.87
Advertising	-	-	40.60
Cleaning/Other Groceries	-	314.94	435.07
Computer/IT Equip/Office	-	955.29	-
Activities	-	687.22	549.62
Repairs and Maintenance	-	606.55	325.96
Professional Fees	-	95.00	1,263.00
Total payments	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			4,449.96
			52,782.99
			6,450.98

Receipts & Payments Summary

Balance b/fwd @ 1st September 2020

Add total receipts

Deduct total payments

Balance as at 31st August 2020

19,365.99

70,246.87

65,796.91

12,915.01

59,233.97

52,782.99

23,815.95

19,365.99

Represented by

Cash in hand

Nat West current a/c

Nat West fundraising a/c

Nat West reserves a/c

Total

34.42

3,229.79

7,255.93

13,295.81

34.42

7,046.56

12,285.01

-

23,815.95

19,365.99

Signed by

Date

Signed by

Date

Restricted Funds tracker 2020 - 2021

Total Remaining Restricted Funds

£ 1,569.70

EYPP Early Years pupil premium				OCC Kitchen Garden Project			
Date	In	Out	Balance	Date	In	Out	Balance
02/09/2019	210.00		210.00	10/02/2020	530.23		530.23
11/11/2019		50.51	159.49	10/03/2020		395.00	135.23
21/11/2019	-13.25		172.74	10/03/2020		42.99	<u>92.24</u>
10/01/2020		151.14	21.60				<u>92.24</u>
14/01/2020	180.00		201.60				
14/01/2020		13.99	187.61				
23/03/2020		180.00	7.61				
16/04/2020	108.00		115.61				
16/04/2020 Cl	180.00		<u>295.61</u>				
25/09/2020		20.00	275.61				
25/09/2020		28.01	247.60				
29/09/2020		19.99	227.61				
01/11/2020		14.99	212.62				
20/01/2021	231.00		443.62				
25/02/2021		16.99	426.63				
25/02/2021		6.99	419.64				
26/02/2021		44.00	375.64				
01/03/2021		6.99	368.65				
01/03/2021		6.88	361.77				
			361.77				
19/03/2021		15.97	345.80				
28/03/2021		180.96	164.84				
13/05/2021		30.00	134.84				
13/05/2021		26.66	108.18				
13/05/2021		5.64	102.54				
13/05/2021		15.99	86.55				
13/05/2021		2.99	83.56				
13/05/2021		19.11	64.45				
17/05/2021	60		124.45				
17/05/2021	45		169.45				
21/05/2021		22.59	146.86				
21/05/2021		14.22	132.64				
21/05/2021		13.99	118.65				
21/05/2021		43.99	74.66				
21/05/2021		4.99	69.67				
21/05/2021		130.09	-60.42				
18/06/2021		7.61	-68.03				
30/06/2021		45.54	-113.57				
30/06/2021		20.39	-133.96				
09/07/2021		5.5	-139.46				
			<u>-139.46</u>				

OCF Small and Vital Cookery			
Date	In	Out	Balance
30/01/2020	500.00		500.00
12/02/2020		155.80	344.20
13/02/2020		11.20	333.00
02/03/2020		4.70	328.30
10/03/2020		7.09	321.21
10/03/2020		10.5	<u>310.71</u>
30/04/2021		6.63	304.08
05/05/2021		11.85	292.23
21/05/2021		20.08	272.15
27/05/2021		14.97	257.18
15/06/2021		10.2	246.98
22/06/2021		9.48	237.50
07/06/2021		4.09	233.41
12/07/2021		13.1	220.31
			220.31

PPE (Oxon. C.C)			
Date	In	Out	Balance
02/07/2020	50.00		50.00
31/07/2020		8.00	<u>42.00</u>
22/09/2020		12.05	29.95
29/09/2020		5.98	23.97
05/10/2020		15.47	8.50
13/04/2021		36.02	-27.52
08/03/2021	50		22.48
12/07/2021		10.91	11.57
			11.57

Winter grant			
Date	In	Out	Balance
15/12/2021		30	-30.00
18/12/2021	60.00		30.00
18/12/2021		30.00	0.00
09/02/2021		15	-15.00
09/02/2021	45		30.00
10/02/2021		15	15.00
10/02/2021		15	0.00
10/02/2021		15	-15.00
25/03/2021	105		90.00
26/03/2021		90	0.00
26/03/2021		30	-30.00
17/05/2021	60		30.00
18/05/2021		45	-15.00
20/05/2021	45		30.00
24/05/2021		15	15.00
25/05/2021		15	0.00
14/07/2021	450		450.00
16/07/2021		90	360.00
16/07/2022		90	270.00
16/07/2021		90	180.00
16/07/2021		90	90.00
20/07/2021		90	0.00
			0.00

Bartlett Taylor Charitable Trust			
Date	In	Out	Balance
24/02/2021	1000		1000
			1000

DAF Funding			
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
31/03/2021		693	693
03/04/2021		44.1	648.9
26/03/2021		43.16	605.74
26/04/2021		39.59	566.15
26/04/2021		9.99	556.16
10/05/2021		179.94	376.22
18/05/2021		5.67	370.55
13/05/2021		4.59	365.96
10/05/2021		81.59	284.37
28/06/2021		56.68	227.69
28/06/2021		36.18	191.51
30/06/2021		152.49	39.02
		653.98	-614.96

PYE			
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021		1000	1000
			1000

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020		100	100
05/10/2020		15.99	84.01
06/10/2020		22.37	61.64
			61.64

Leafield Pre School

Accounts for the year ending 31st August 2021

Natwest Current Account Bank Reconciliation 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£7,046.56		
Receipts	68210.14		
Payments		72026.91	
Sub total	75256.70	72026.91	
		<u>3229.79</u>	Balance c/d
Balance b/	<u>3229.79</u>		
Closing balance from statement	<u>£3,229.79</u>		correct as of 31/8/2021
Difference	<u>£0.00</u>		

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£12,285.01		
Receipts	9827.41		
Payments	0.00	14856.49	
Sub total	22112.42	14856.49	
		<u>7255.93</u>	Balance c/d
Balance b/	<u>7255.93</u>		
Closing balance from statement	<u>£7,255.93</u>		correct as of 31/8/2021
Difference	<u>£0.00</u>		

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£0.00		
Receipts	13295.81		
Payments		0.00	
Sub total	13295.81	0.00	
		<u>13295.81</u>	Balance c/d
Balance b/	<u>13295.81</u>		
Closing balance from statement	<u>£13,295.81</u>		<i>correct as of 31/8/2021</i>
Difference	<u>£0.00</u>		

Petty Cash Account Reconciliation 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£34.42		
Receipts	0.00		
Payments		0.00	
Sub total	34.42	0.00	
		<u>34.42</u>	Balance c/d
Balance b/	<u>34.42</u>		
Closing balance from Tin	<u>£34.42</u>		<i>correct as of 31/8/2021</i>
Difference	<u>£0.00</u>		

LEAFIELD PLAYGROUP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD PLAYGROUP

I report on the accounts of the Charity for the year ended 31 August 2021 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)

Shilton Accounting Services

Honeystone Cottage

Ladburn Lane

Shilton

OX18 4AJ

30-Mar-22



Leafield Pre School

Charity no. 1063400

Receipts and Payments

for the year ending

31 August 2021

Leaffield Pre School

Contents

Accounts

Restricted funds

Bank Reconciliation

Report

Leafield Pre School
Summary of Receipts and Payments
Accounts for the year ending 31st August 2021

	2020/21		2019/20
Receipts	Restricted	Unrestricted	
Private/Voucher Fees	-	13,704.68	10,183.92
OCC funding	-	43,825.97	35,130.36
RESTRICTED - OCC EYPP funding <u>ONLY</u>	231.00	-	678.00
DAF Funding	693.00	-	-
OCC PPE	50.00	-	-
Winter Grant	765.00	-	-
Online fundraising	-	169.96	114.52
Other sponsorship non LPS event	-	-	31.00
Apple Day	-	-	6.50
Sponsored walk	-	150.00	278.00
Christmas Cards	-	35.50	67.50
Christmas Concert	-	-	276.90
Readathon	-	-	301.00
Challenge Leafield	-	888.29	1,909.46
Virgin Regular Donation	-	473.97	231.30
Virgin One Off Donation	-	250.00	130.00
Chirstmas Trail	-	146.86	-
Easter Trail	-	246.32	-
Gift Aid	-	703.27	-
Donation	-	66.00	170.82
RESTRICTED Grant - Bartlett Taylor	1,000.00	-	1,158.23
RESTRICTED Grant - PYE	1,000.00	-	-
RESTRICTED Carwash Sensory	100.00	-	-
Sales	-	-	187.00
Bank Interest	-	1.57	14.61
HMRC	-	5,695.48	8,364.85
Retund	-	50.00	-
Total income	3,839.00	66,407.87	70,246.87
Payments			
RESTRICTED - OCC EYPP funding <u>ONLY</u>	771.07	-	438.71
Restricted OCC PPE grant	80.43	-	8.00
Restricted OCF S+V	90.40	-	189.29
Restricted LCGYM	-	-	78.00
DAF Funding	653.98	-	-
Restricted Carwash/Sensory	-	38.36	-
Restricted OCC Garden	-	-	437.99
Winter Grant	765.00	-	-
Wages	-	46,598.20	42,833.15
Training	-	25.80	1,005.54
Pension	-	1,265.56	762.63
HMRC	-	665.05	51.67
Staff Gifts/Entertainment	-	307.45	229.98
Memberships / Registrations /			
Subscriptions	-	1,390.19	191.20
Rent	-	7,790.00	1,560.00
Phone LL / Mob / BB	-	797.84	687.18
Insurance	-	762.02	760.77
Teaching Resources	-	365.09	305.73
Teaching equipment	-	195.43	59.66
Stationary, postage	-	205.11	130.37
Snacks	-	370.93	438.87
Advertising	-	-	40.60
Cleaning/Other Groceries	-	314.94	435.07
Computer/IT Equip/Office	-	955.29	-
Activities	-	687.22	549.62
Repairs and Maintenance	-	606.55	325.96
Professional Fees	-	95.00	1,263.00
Total payments	2,360.88	63,436.03	65,796.91
Annual surplus/deficit			4,449.96
			52,782.99
			6,450.98

Receipts & Payments Summary

Balance b/fwd @ 1st September 2020

Add total receipts

Deduct total payments

Balance as at 31st August 2020

19,365.99

70,246.87

65,796.91

12,915.01

59,233.97

52,782.99

23,815.95

19,365.99

Represented by

Cash in hand

Nat West current a/c

Nat West fundraising a/c

Nat West reserves a/c

Total

34.42

3,229.79

7,255.93

13,295.81

34.42

7,046.56

12,285.01

-

23,815.95

19,365.99

Signed by

Date

Signed by

Date

Restricted Funds tracker 2020 - 2021

Total Remaining Restricted Funds

£ 1,569.70

EYPP	Early Years pupil premium		
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/09/2019	210.00		210.00
11/11/2019		50.51	159.49
21/11/2019	-13.25		172.74
10/01/2020		151.14	21.60
14/01/2020	180.00		201.60
14/01/2020		13.99	187.61
23/03/2020		180.00	7.61
16/04/2020	108.00		115.61
16/04/2020 Cl	180.00		<u>295.61</u>
25/09/2020		20.00	275.61
25/09/2020		28.01	247.60
29/09/2020		19.99	227.61
01/11/2020		14.99	212.62
20/01/2021	231.00		443.62
25/02/2021		16.99	426.63
25/02/2021		6.99	419.64
26/02/2021		44.00	375.64
01/03/2021		6.99	368.65
01/03/2021		6.88	361.77
			361.77
19/03/2021		15.97	345.80
28/03/2021		180.96	164.84
13/05/2021		30.00	134.84
13/05/2021		26.66	108.18
13/05/2021		5.64	102.54
13/05/2021		15.99	86.55
13/05/2021		2.99	83.56
13/05/2021		19.11	64.45
17/05/2021	60		124.45
17/05/2021	45		169.45
21/05/2021		22.59	146.86
21/05/2021		14.22	132.64
21/05/2021		13.99	118.65
21/05/2021		43.99	74.66
21/05/2021		4.99	69.67
21/05/2021		130.09	-60.42
18/06/2021		7.61	-68.03
30/06/2021		45.54	-113.57
30/06/2021		20.39	-133.96
09/07/2021		5.5	-139.46
			-139.46

OCC	Kitchen Garden Project		
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
10/02/2020	530.23		530.23
10/03/2020		395.00	135.23
10/03/2020		42.99	<u>92.24</u>
			92.24

OCF Small and Vital Cookery			
Date	In	Out	Balance
30/01/2020	500.00		500.00
12/02/2020		155.80	344.20
13/02/2020		11.20	333.00
02/03/2020		4.70	328.30
10/03/2020		7.09	321.21
10/03/2020		10.5	<u>310.71</u>
30/04/2021		6.63	304.08
05/05/2021		11.85	292.23
21/05/2021		20.08	272.15
27/05/2021		14.97	257.18
15/06/2021		10.2	246.98
22/06/2021		9.48	237.50
07/06/2021		4.09	233.41
12/07/2021		13.1	220.31
			220.31

PPE (Oxon. C.C)			
Date	In	Out	Balance
02/07/2020	50.00		50.00
31/07/2020		8.00	<u>42.00</u>
22/09/2020		12.05	29.95
29/09/2020		5.98	23.97
05/10/2020		15.47	8.50
13/04/2021		36.02	-27.52
08/03/2021	50		22.48
12/07/2021		10.91	11.57
			11.57

Winter grant			
Date	In	Out	Balance
15/12/2021		30	-30.00
18/12/2021	60.00		30.00
18/12/2021		30.00	0.00
09/02/2021		15	-15.00
09/02/2021	45		30.00
10/02/2021		15	15.00
10/02/2021		15	0.00
10/02/2021		15	-15.00
25/03/2021	105		90.00
26/03/2021		90	0.00
26/03/2021		30	-30.00
17/05/2021	60		30.00
18/05/2021		45	-15.00
20/05/2021	45		30.00
24/05/2021		15	15.00
25/05/2021		15	0.00
14/07/2021	450		450.00
16/07/2021		90	360.00
16/07/2022		90	270.00
16/07/2021		90	180.00
16/07/2021		90	90.00
20/07/2021		90	0.00
			0.00

Bartlett Taylor Charitable Trust			
Date	In	Out	Balance
24/02/2021	1000		1000
			1000

DAF Funding			
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
31/03/2021		693	693
03/04/2021		44.1	648.9
26/03/2021		43.16	605.74
26/04/2021		39.59	566.15
26/04/2021		9.99	556.16
10/05/2021		179.94	376.22
18/05/2021		5.67	370.55
13/05/2021		4.59	365.96
10/05/2021		81.59	284.37
28/06/2021		56.68	227.69
28/06/2021		36.18	191.51
30/06/2021		152.49	39.02
		653.98	-614.96

PYE			
<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
02/07/2021		1000	1000
			1000

Carwash Sensory

<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Balance</u>
05/10/2020		100	100
05/10/2020		15.99	84.01
06/10/2020		22.37	61.64
			61.64

Leaffield Pre School

Accounts for the year ending 31st August 2021

Natwest Current Account Bank Reconciliation 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£7,046.56		
Receipts	68210.14		
Payments		72026.91	
Sub total	75256.70	72026.91	
		<u>3229.79</u>	Balance c/d
Balance b/	<u>3229.79</u>		

Closing balance from statement	<u>£3,229.79</u>	correct as of 31/8/2021
Difference	<u>£0.00</u>	

Natwest Reserves Account Bank Reconciliation (Fundraising) 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£12,285.01		
Receipts	9827.41		
Payments	0.00	14856.49	
Sub total	22112.42	14856.49	
		<u>7255.93</u>	Balance c/d
Balance b/	<u>7255.93</u>		

Closing balance from statement	<u>£7,255.93</u>	correct as of 31/8/2021
Difference	<u>£0.00</u>	

Natwest Reserves Account Bank Reconciliation (Reserves) 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£0.00		
Receipts	13295.81		
Payments		0.00	
Sub total	13295.81	0.00	
		<u>13295.81</u>	Balance c/d
Balance b/	<u>13295.81</u>		
Closing balance from statement	<u>£13,295.81</u>		<i>correct as of 31/8/2021</i>
Difference	<u>£0.00</u>		

Petty Cash Account Reconciliation 01/09/20 - 31/08/2021

	£ DR	£ CR	
Balance b/f	£34.42		
Receipts	0.00		
Payments		0.00	
Sub total	34.42	0.00	
		<u>34.42</u>	Balance c/d
Balance b/	<u>34.42</u>		
Closing balance from Tin	<u>£34.42</u>		<i>correct as of 31/8/2021</i>
Difference	<u>£0.00</u>		

LEAFIELD PLAYGROUP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD PLAYGROUP

I report on the accounts of the Charity for the year ended 31 August 2021 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)

Shilton Accounting Services

Honeystone Cottage

Ladburn Lane

Shilton

OX18 4AJ

30-Mar-22



Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2019 Period start date to 31st August 2020

Period end date

Charity name: Leaffield Pre School

Charity registration number: 1177735

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objectives the development and education of children and young people by: • Promoting their care and safety • Promoting their education and promoting parental involvement • Promoting their health and well-being • Providing services to support them and their families and carers • Providing services to individuals holding membership of the CIO • Furthering the aims of the pre-school learning alliance
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council. We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The charity is reliant on help from volunteers. The trustees and committee are made up of parents and local residents who kindly donate their time and experience to direct the management, fundraise and assist with maintenance of the preschool. Volunteers have also been utilised to help maintain the grounds of the pre school.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	This year has been a year of change and uncertainty but as a charity we have navigated together and are stronger and more resilient for it. The Manager and Staff have worked tirelessly keeping on top of the ever changing announcements from pre-school learning alliance and government in light of COVID 19. During the lockdown and closure the staff continued to support the children by creating digital content and prepared preschool for a safe and friendly reopening at the earliest time possible. Our staffing has been consistent during this period with the Manager returning from maternity leave. All employees come from the local community. This period has seen us successfully streamlined our financial processes and the way we budget, plan and track our

		spending. We are in a much stronger financial position than 12 months ago. Fundraising is a crucial part of the committee activities. This year a standalone Fundraising Committee was created whose main focus is fundraising, with the governance of Pre-school the focus of the Trustees. This has worked extremely well. The Fundraising Committee organised a fantastic event that captured the imagination of the local community and beyond. We have also been successful in grant applications that have supported several activities in preschool.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity made a profit during this period, the profit covered a previous year's deficit. This was achieved by careful planning and budgeting during an uncertain period in the global pandemic. The closing balance of the current account during this period was good, there was little financial pressure for the Autumn term. We targeted ourselves to increase the YE closing balance, which we have achieved. Going forward the charity will continue with budgeting for a good closing balance before the start of the academic year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has not had a reserves policy during this period however held a fundraising account which was there to support the day-to-day activities if required, in addition to providing funds for special projects and one-off costs.
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2020 £12,285.01
Reasons for holding zero reserves	Para 1.22	See above – a formal reserves policy and fund will be established during the next reporting period.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has three sources of income: • Funding from Oxfordshire County Council for children who are entitled to funded sessions. • Private fees from parents who children are not entitled to funded sessions. • Fundraising – from grants and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.
		N/A

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risk facing the charity in the year to come will be to ensure enough children are registered for all sessions and child numbers do not drop due to the ongoing effects of the global COVID 19 pandemic. Continued monitoring of staff levels vs child numbers will be an essential requirement. Cash flow and budget must also be managed carefully.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment:
--	-----------	--

Policies and procedures adopted for the induction and training of trustees		(1) a copy of the constitution and any amendments made to it (2) a copy of the CIO's latest trustees' annual report and statement of accounts (3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements (4) a copy of all preschool policies including GDPR requirements All trustees undertake safeguarding training including Prevent, Neglect and FGM. They also complete DBS Checks and OFSTED registration.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day to day management team and lead fundraising activities. The preschool is managed in its day to day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 4 additional Childcare Practitioners within their team. The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners. Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.
Relationship with any related parties	Para 1.51	Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We have investigated joint fundraising initiatives and actively foster a good working relationship to enable smooth transitions for the children moving up to the school.
Other		N/A

Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	Leaffield Pre School Play Group Room, Leaffield Village Hall, Lower End, Leaffield, OX29 9QJ

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	Rachel Cornah	Chair	Whole Year	Committee
2	Rachel Beynon	Fundraising	Whole Year	Committee
3	Alexandra Holdsworth	Secretary	Whole Year	Committee
4				
5				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

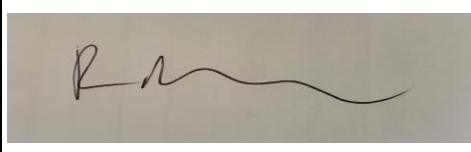
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rachel Lucy Burgess Cornah	
Position (eg Secretary, Chair, etc)	Chair	
Date	16/06/2021	

Leafield Playgroup

Charity no. 1063400

Receipts and Payments

for the year ending

31 August 2020

Leaffield Playgroup

Contents

Accounts

Bank Reconciliation

Report

Leaffield Playgroup

Summary of Receipts and Payments

Accounts for the year ending 31st August 2020

2019/20

Receipts

Private/Voucher Fees	10,183.92
OCC funding	35,130.36
RESTRICTED - OCC EYPP funding <u>ONLY</u>	678.00
Online fundraising	114.52
Other sponsorship non LPS event	31.00
Apple Day	6.50
Sponsored walk	278.00
Christmas Cards	67.50
Christmas Concert	276.90
Readathon	301.00
Challenge Leaffield	1,909.46
Virgin Regular Donation	231.30
Virgin One Off Donation	130.00
Donation	170.82
RESTRICTED Grant	1,158.23
Sales	187.00
Bank Interest	14.61
HMRC	8,364.85

Total income

59,233.97

Payments

RESTRICTED - OCC EYPP funding <u>ONLY</u>	438.71
Restricted OCC PPE grant	8.00
Restricted OCF S+V	189.29
Restricted LCGYM	78.00
Restricted OCC Garden	437.99
Wages	42,833.15
Training	1,005.54
Pension	762.63
HMRC	51.67
Staff Gifts/Entertainment	229.98
Memberships / Registrations / Subscriptions	191.20
Rent	1,560.00
Phone LL / Mob / BB	687.18
Insurance	760.77
Teaching Resources	305.73
Teaching equipment	59.66
Stationary, postage	130.37
Snacks	438.87
Advertising	40.60
Cleaning/Other Groceries	435.07
Activities	549.62
Repairs and Maintenance	325.96
Professional Fees	1,263.00

Total payments

52,782.99

Annual surplus/deficit

6,450.98

Receipts & Payments Summary

Balance b/fwd @ 1st September 2019	12,915.01	
Add total receipts	59,233.97	
Deduct total payments	52,782.99	
Balance as at 31st August 2020		19,365.99

Represented by

Cash in hand	34.42	
Lloyds current a/c	7,046.56	
Lloyds fundraising a/c	12,285.01	
Total		19,365.99

Signed by

Date

Signed by

Date

Leafield Pre School

Accounts for the year ending 31st August 2020

Natwest Current Account Bank Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR	
Balance b/f	£3,339.71		
Receipts	56818.34		
Payments		53111.49	
Sub total	60158.05	53111.49	
		<u>7046.56</u>	Balance c/d
Balance b/d	<u>7046.56</u>		

Closing balance from statement £7,046.56 correct as of 31/08/2020
Difference £0.00

Natwest Reserves Account Bank Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR	
Balance b/f	£9,575.30		
Receipts	4780.86		
Payments		2071.15	
Sub total	14356.16	2071.15	
Balance c/d		<u>12285.01</u>	
Balance b/d	<u>12285.01</u>		

Closing balance from statement £12,285.01 correct as of 31/08/2020
Difference £0.00

Petty Cash Account Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR
Balance b/f	£0.00	
Receipts	190.00	
Payments		155.58
Sub total	190.00	155.58
Balance c/d		<u>34.42</u>
Balance b/d	<u>34.42</u>	

Closing balance from Tin	<u>£34.42</u>	<i>correct as of 31/08/2020</i>
Difference	<u>£0.00</u>	

LEAFIELD PLAYGROUP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD PLAYGROUP

I report on the accounts of the Charity for the year ended 31 August 2020 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
01-Feb-21

Leaffield Playgroup

Accounts for the year ending 31st August 2020

Restricted Funds tracker 2019 - 2020

EYPP Early Years pupil premium			
Date	In	Out	Balance
02/09/2019	210.00		210.00
11/11/2019		50.51	159.49
21/11/2019	-13.25		172.74
10/01/2020		151.14	21.60
14/01/2020	180.00		201.60
14/01/2020		13.99	187.61
23/03/2020		180.00	7.61
16/04/2020 O	108		115.61
16/04/2020 CHK	180		<u>295.61</u>

OCC Kitchen Garden Project			
Date	In	Out	Balance
10/02/2020	530.23		530.23
10/03/2020		395.00	135.23
10/03/2020		42.99	<u>92.24</u>

LCG Trim Trail			
Date	In	Out	Balance
13/01/2020		78	78
02/03/2020		78	<u>0</u>
note: the trim trail was paid directly by Leaffield Gym. only deposit (£78) was transferred to P School.			

OCF Small and Vital Cookery			
Date	In	Out	Balance
30/01/2020	500.00		500.00
12/02/2020		155.80	344.20
13/02/2020		11.20	333.00
02/03/2020		4.70	328.30
10/03/2020		7.09	321.21
10/03/2020		10.5	<u>310.71</u>

PPE (Oxon. C.C)			
Date	In	Out	Balance
02/07/2020	50.00		50.00
31/07/2020		8.00	<u>42.00</u>

Total Remaining Restricted Funds	740.56
----------------------------------	--------

Leafield Playgroup

Charity no. 1063400

Receipts and Payments

for the year ending

31 August 2020

Leaffield Playgroup

Contents

Accounts

Bank Reconciliation

Report

Leaffield Playgroup

Summary of Receipts and Payments

Accounts for the year ending 31st August 2020

2019/20

Receipts

Private/Voucher Fees	10,183.92
OCC funding	35,130.36
RESTRICTED - OCC EYPP funding <u>ONLY</u>	678.00
Online fundraising	114.52
Other sponsorship non LPS event	31.00
Apple Day	6.50
Sponsored walk	278.00
Christmas Cards	67.50
Christmas Concert	276.90
Readathon	301.00
Challenge Leaffield	1,909.46
Virgin Regular Donation	231.30
Virgin One Off Donation	130.00
Donation	170.82
RESTRICTED Grant	1,158.23
Sales	187.00
Bank Interest	14.61
HMRC	8,364.85

Total income

59,233.97

Payments

RESTRICTED - OCC EYPP funding <u>ONLY</u>	438.71
Restricted OCC PPE grant	8.00
Restricted OCF S+V	189.29
Restricted LCGYM	78.00
Restricted OCC Garden	437.99
Wages	42,833.15
Training	1,005.54
Pension	762.63
HMRC	51.67
Staff Gifts/Entertainment	229.98
Memberships / Registrations / Subscriptions	191.20
Rent	1,560.00
Phone LL / Mob / BB	687.18
Insurance	760.77
Teaching Resources	305.73
Teaching equipment	59.66
Stationary, postage	130.37
Snacks	438.87
Advertising	40.60
Cleaning/Other Groceries	435.07
Activities	549.62
Repairs and Maintenance	325.96
Professional Fees	1,263.00

Total payments

52,782.99

Annual surplus/deficit

6,450.98

Receipts & Payments Summary

Balance b/fwd @ 1st September 2019	12,915.01	
Add total receipts	59,233.97	
Deduct total payments	52,782.99	
Balance as at 31st August 2020		19,365.99

Represented by

Cash in hand	34.42	
Lloyds current a/c	7,046.56	
Lloyds fundraising a/c	12,285.01	
Total		19,365.99

Signed by

Date

Signed by

Date

Leafield Pre School

Accounts for the year ending 31st August 2020

Natwest Current Account Bank Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR	
Balance b/f	£3,339.71		
Receipts	56818.34		
Payments		53111.49	
Sub total	60158.05	53111.49	
		<u>7046.56</u>	Balance c/d
Balance b/d	<u>7046.56</u>		

Closing balance from statement £7,046.56 correct as of 31/08/2020
Difference £0.00

Natwest Reserves Account Bank Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR	
Balance b/f	£9,575.30		
Receipts	4780.86		
Payments		2071.15	
Sub total	14356.16	2071.15	
Balance c/d		<u>12285.01</u>	
Balance b/d	<u>12285.01</u>		

Closing balance from statement £12,285.01 correct as of 31/08/2020
Difference £0.00

Petty Cash Account Reconciliation 01/09/19 - 31/08/2020

	£ DR	£ CR
Balance b/f	£0.00	
Receipts	190.00	
Payments		155.58
Sub total	190.00	155.58
Balance c/d		<u>34.42</u>
Balance b/d	<u>34.42</u>	

Closing balance from Tin	<u>£34.42</u>	<i>correct as of 31/08/2020</i>
Difference	<u>£0.00</u>	

LEAFIELD PLAYGROUP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD PLAYGROUP

I report on the accounts of the Charity for the year ended 31 August 2020 which are set out on pages 1 & 2.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - ICPA Cert Acc (Open)
Shilton Accounting Services
Honeystone Cottage
Ladburn Lane
Shilton
OX18 4AJ
01-Feb-21

Leaffield Playgroup

Accounts for the year ending 31st August 2020

Restricted Funds tracker 2019 - 2020

EYPP Early Years pupil premium			
Date	In	Out	Balance
02/09/2019	210.00		210.00
11/11/2019		50.51	159.49
21/11/2019	-13.25		172.74
10/01/2020		151.14	21.60
14/01/2020	180.00		201.60
14/01/2020		13.99	187.61
23/03/2020		180.00	7.61
16/04/2020 O	108		115.61
16/04/2020 CHK	180		<u>295.61</u>

OCC Kitchen Garden Project			
Date	In	Out	Balance
10/02/2020	530.23		530.23
10/03/2020		395.00	135.23
10/03/2020		42.99	<u>92.24</u>

LCG Trim Trail			
Date	In	Out	Balance
13/01/2020		78	78
02/03/2020		78	<u>0</u>
note: the trim trail was paid directly by Leaffield Gym. only deposit (£78) was transferred to P School.			

OCF Small and Vital Cookery			
Date	In	Out	Balance
30/01/2020	500.00		500.00
12/02/2020		155.80	344.20
13/02/2020		11.20	333.00
02/03/2020		4.70	328.30
10/03/2020		7.09	321.21
10/03/2020		10.5	<u>310.71</u>

PPE (Oxon. C.C)			
Date	In	Out	Balance
02/07/2020	50.00		50.00
31/07/2020		8.00	<u>42.00</u>

Total Remaining Restricted Funds	740.56
----------------------------------	--------