



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	<p>The charity works for the public benefit having as its objectives the development and education of children and young people by:</p> <ul style="list-style-type: none">• 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	<p>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.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.</p>

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>Our staffing has been consistent during this period with the Manager returning from maternity leave. All employees come from the local community.</p> <p>This period has seen us successfully streamlined our financial processes and the way we budget, plan and track our</p>

		<p>spending. We are in a much stronger financial position than 12 months ago.</p> <p>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.</p> <p>The Fundraising Committee organised a fantastic event that captured the imagination of the local community and beyond.</p> <p>We have also been successful in grant applications that have supported several activities in preschool.</p>
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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	<p>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.</p> <p>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.</p> <p>Going forward the charity will continue with budgeting for a good closing balance before the start of the academic year.</p>
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	<p>The charity has three sources of income:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>Continued monitoring of staff levels vs child numbers will be an essential requirement.</p> <p>Cash flow and budget must also be managed carefully.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<p>Pre-school Learning Alliance</p> <p>Model CIO Constitution for Childcare Providers</p>
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	<p>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.</p> <p>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.</p>

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:
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Policies and procedures adopted for the induction and training of trustees		<p>(1) a copy of the constitution and any amendments made to it</p> <p>(2) a copy of the CIO's latest trustees' annual report and statement of accounts</p> <p>(3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements</p> <p>(4) a copy of all preschool policies including GDPR requirements</p> <p>All trustees undertake safeguarding training including Prevent, Neglect and FGM. They also complete DBS Checks and OFSTED registration.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>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.</p> <p>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.</p> <p>The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners.</p> <p>Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.</p>
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

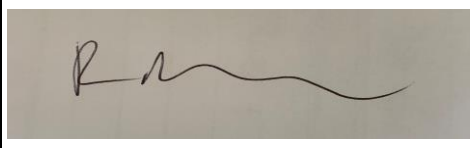
Other optional information

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

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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
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Leafield Playgroup

Charity no. 1063400

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