



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1st September 2022 Period start date to 31<sup>st</sup> 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	<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"><li>• Promoting their care and safety</li><li>• Promoting their education and promoting parental involvement</li><li>• Promoting their health and well-being</li><li>• Providing services to support them and their families and carers</li><li>• Providing services to individuals holding membership of the CIO</li><li>• Furthering the aims of the pre-school learning alliance</li></ul>
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	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	<p>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.</p> <p>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.</p> <p>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.</p>

		<p>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.</p> <p>We have also been successful in grant applications that have supported several activities in preschool.</p>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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 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.</p> <p>The closing balance of the current account during this period was reasonable in the current account at just under £3k.</p> <p>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.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>A separate reserves account is in place which includes 2 pools of money:</p> <p>1 – for the event of permanent closure (including rent and statutory redundancy)</p> <p>2 – for the event of a short-term closure (including rent, salaries, etc)</p> <p>In addition, a 10% buffer has been applied.</p>
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	<p>The charity has three sources of income:</p> <ul style="list-style-type: none"> <li>• Funding from Oxfordshire County Council for children who are entitled to funded sessions.</li> <li>• Private fees from parents who children are not entitled to funded sessions.</li> <li>• 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.</li> </ul>
		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	<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:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The charity trustees will make available to each new charity trustee, on or before his or her first appointment:</p> <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, 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 3 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	<p>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.</p>
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	<p>Leaffield Pre School</p> <p>Play Group Room,</p> <p>Leaffield Village</p> <p>Hall, Lower End,</p> <p>Leaffield,</p> <p>OX29 9QJ</p>

### 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

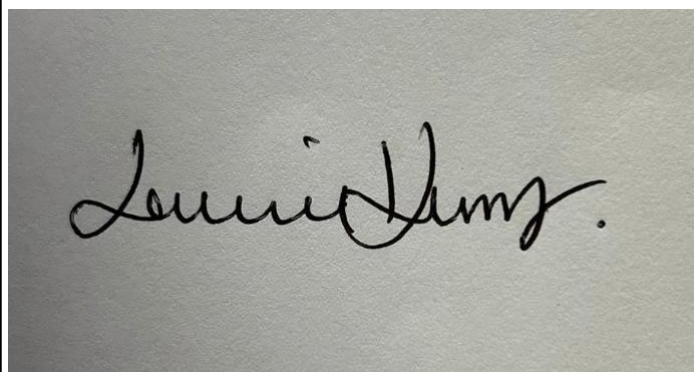
N/A
-----



## 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**

<b><u>Receipts</u></b>	<b><u>2021/22</u></b>			<b><u>2020/21</u></b>		
	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>		<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	
Private/Voucher Fees	-	17,363.28		-	13,704.68	
OCC funding	-	49,518.83		-	43,825.97	
RESTRICTED - OCC EYPP funding <i><u>ONLY</u></i>	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		-	-	
<b>Total income</b>	<b>2,505.00</b>	<b>70,766.09</b>	<b>73,271.09</b>	<b>3,839.00</b>	<b>66,407.87</b>	<b>70,246.87</b>
<b><u>Payments</u></b>						
RESTRICTED - OCC EYPP funding <i><u>ONLY</u></i>	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		-	-	
<b>Total payments</b>	<b>1,697.08</b>	<b>65,242.78</b>	<b>66,939.86</b>	<b>2,360.88</b>	<b>63,436.03</b>	<b>65,796.91</b>
<b>Annual surplus/deficit</b>			<b>6,331.23</b>			<b>4,449.96</b>

**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
		<b>859.93</b>	<b>713.46</b>	<b>7.01</b>

###### 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
		<b>50.85</b>	<b>41.39</b>

###### 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	-
		<b>11.57</b>	<b>-</b>

**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
		<b>206.13</b>	<b>14.18</b>

**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
	<b>615.00</b>	<b>735.00 -</b>	<b>120.00</b>

**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
	<b>500.00</b>		<b>1,500.00</b>

**DAF Funding**

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

**PYE**

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

**Carwash Sensory**

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



## 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
		<b>8,389.85</b> Balance c/d
Balance b/d	<b>8,389.85</b>	
Closing balance from statement	<b>8,389.85</b>	<i>correct as of 31/08/2022</i>
Difference		<b>0.00</b>

##### 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
		<b>8,630.09</b> Balance c/d
Balance b/d	<b>8,630.09</b>	
Closing balance from statement	<b>8,630.09</b>	<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
		<b>13,093.81</b> 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
		<b>33.43</b> 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		-	-	
<b>Total income</b>	<b>2,505.00</b>	<b>70,766.09</b>	<b>73,271.09</b>	<b>3,839.00</b>	<b>66,407.87</b>	<b>70,246.87</b>
<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		-	-	
<b>Total payments</b>	<b>1,697.08</b>	<b>65,242.78</b>	<b>66,939.86</b>	<b>2,360.88</b>	<b>63,436.03</b>	<b>65,796.91</b>
<b>Annual surplus/deficit</b>			<b>6,331.23</b>			<b>4,449.96</b>

**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
		<b>859.93</b>	<b>713.46</b>	<b>7.01</b>

###### 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
		<b>50.85</b>	<b>41.39</b>

###### 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	-
		<b>11.57</b>	<b>-</b>



**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
		<b>206.13</b>	<b>14.18</b>

**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
	<b>615.00</b>	<b>735.00 -</b>	<b>120.00</b>

**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
	<b>500.00</b>		<b>1,500.00</b>

**DAF Funding**

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

**PYE**

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

**Carwash Sensory**

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

## 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
		<b>8,389.85</b> Balance c/d
Balance b/d	<b>8,389.85</b>	
Closing balance from statement	<b>8,389.85</b>	<i>correct as of 31/08/2022</i>
Difference	<b>0.00</b>	

##### 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
		<b>8,630.09</b> Balance c/d
Balance b/d	<b>8,630.09</b>	
Closing balance from statement	<b>8,630.09</b>	<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
		<b>13,093.81</b> 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
		<b>33.43</b> 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
<b>Total income</b>	<b>12,185.48</b>	<b>67,885.82</b>	<b>2,505.00</b>	<b>70,766.09</b>
		<b>80,071.30</b>		<b>73,271.09</b>



<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
<b>Total payments</b>	<b>8,003.29</b>	<b>72,761.44</b>	<b>1,697.08</b>	<b>65,242.78</b>
		<b>80,764.73</b>		<b>66,939.86</b>
<b>Annual surplus/deficit</b>	-	<b>693.43</b>		<b>6,331.23</b>

**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

Date		In	Out	Balance
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

Date		In	Out	Balance
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		-
		<b>330.00</b>	<b>330.00</b>	<b>-</b>

**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
		<b>500.00</b>		<b>1,500.00</b>

**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		-
		<b>7,165.48</b>	<b>7,165.48</b>	<b>-</b>

**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
			<b>220.42</b>	<b>109.16</b>



**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
<b>Total income</b>	<b>12,185.48</b>	<b>67,885.82</b>	<b>2,505.00</b>	<b>70,766.09</b>
		<b>80,071.30</b>		<b>73,271.09</b>



<u>Payments</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
RESTRICTED - OCC EYPP funding <u>ONLY</u>	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	-
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
<b>Total payments</b>	<b>8,003.29</b>	<b>72,761.44</b>	<b>1,697.08</b>	<b>65,242.78</b>
		<b>80,764.73</b>		<b>66,939.86</b>
<b>Annual surplus/deficit</b>	-	<b>693.43</b>		<b>6,331.23</b>

**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

Date		In	Out	Balance
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

Date		In	Out	Balance
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		-
		<b>330.00</b>	<b>330.00</b>	-

**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
		<b>500.00</b>		<b>1,500.00</b>

**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		-
		<b>7,165.48</b>	<b>7,165.48</b>	-

**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
			<b>220.42</b>	<b>109.16</b>



**Leaffield 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.