

TWIN OAKS PRE-SCHOOL

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 August 2022

TWIN OAKS PRE-SCHOOL

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FOR THE YEAR ENDED 31 AUGUST 2022

C/O Twin Oaks Pre-school
25 Lytham Road
Broadstone
Dorset
BH18 8JR

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TWIN OAKS PRE-SCHOOL

CHARITY INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2022

Charity trustees: Charleen Payne
Fay Rowledge
Nicole Frampton
Cassie Flay
Lucy Bridle
Eleanor Stanley

Charity Number: 1198373

Registered Office: 25 Lytham Road
Broadstone
Dorset
BH18 8JR

**Independent
Examer:** Mrs Jo-Ann Padley
20 Gort Road
Poole
Dorset
BH17 7HG

Bankers: Lloyds Bank
High Street Poole Branch

Staff:

Manager:	Jane Auger
Deputy:	Pam MacArthur
SENCO:	Helen Inman
Practitioners:	Marie Witt
	Jeannine Varley
	Jenny Leballeur
	Robyn Carter
	Laura Harber
	Natasha Bellamy
	Yasmin Lewis

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2022.

Structure, Governance and Management

Twin Oaks Pre-school was formed as a Charitable Incorporated Organisation ("the CIO") On 24th March 2022.

Twin Oaks Pre-school is a member of the Learning Alliance. It has Trustees and Family members. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. Membership of the CIO are divided into two kinds:

- (a) Family membership
- (b) Affiliate membership.

The Board of Trustees during the year had a total of six trustees of which four were parent/carers of children accessing Twin Oaks Pre-school, and two affiliated members. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 3 times a year but uses e-mail to debate issues between meetings, and help inform any decisions taken by the Chair and/or is staff. Each Board member is provided with an induction pack containing the Organisation's Constitution, past minutes and accounts and all the charity's policies.

All the trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. These transactions and any expenses are reimbursed to the trustees by the charity are set out in Note 2 to the accounts.

Twin Oaks Pre-school provides child care services to 2-4 year olds, we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore, Twin Oaks Pre-school is covered by Ofsted's regulatory activity, and is subject to regular inspections. As we have transferred from Twin Oaks Playgroup to Twin Oaks Pre-school we were issued with a new registration number, so as of yet we are awaiting a 'Ofsted Inspection'. As we are not allowed to use our previous inspections.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Board meets to agree policy, pricing, funding, etc. Twin Oaks Pre-school employs a Manager who has day to day control of Twin Oaks Pre-school's operations and who attends the Board meetings and receives supervision from a Trustee. The Manager is responsible for all other staff, ensuring that Twin Oaks Pre-school's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board and issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public Benefit Statement

In considering its future strategy, aims and objectives, Twin Oaks Pre-school's trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Aims

Twin Oaks Pre-school's main aim is the provision of childcare for 2-4 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents/carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of the children and involve them, where ever possible, in planning and evaluation.

Our main services are:

- Term-time 9.00am - 15.00 for up to 36 children.

Twin Oaks Pre-school also aims to improve the skills of its staff and others. Therefore it invests in training for its staff and seeks, where appropriate, finance to support such training.

Achievements and Performance

Over the year from March 2022 to August 2022, Twin Oaks Pre-school was open as follows:

- Open 24th March 2022 to 13th July 2022.

Over the year Twin Oaks Pre-school provided a service to 48 individual children from 44 families.

Children are provided with a safe, secure, stimulating and fun environment.

The primary school to which we are now attached, open from 8.30am every morning. So after consultation with the parents/carers. We now offer them the choice of starting at 8.30 for an additional cost. This then allows the parents/carers to drop off their children and then they no longer have to wait for 30 minutes for us to open.

We also employed 2 new members of staff on an Early Years Level 2 apprenticeship scheme. And a current staff member to gain her level 3 on an Early Years apprenticeship scheme.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Overall Twin Oaks Pre-school provides a safe environment for children during school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical, and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children.

Twin Oaks Pre-school employs 10 contracted staff. Staff are provided with mentoring, experience and training to develop their work with children. Staff this year have attended training on Food Hygiene, Safeguarding. Our Manager receives networking ideas and support from Early Years Team from BCP Council and online forums. Our staff are, of course, the biggest strength that we have and they have continued to show a high level of dedication and flexibility to meet the needs of Twin Oaks Pre-school and the children that we care for. Jane our Manager, continues to manage the facility and staff extremely well and this is backed up by a dedicated committee. We continue to offer the National Minimum Wage to all staff, not just those 25 years and over, with a slightly better rate for our Qualified Practitioners.

We now operate out of a brand new purpose built pre-school, which is attached to Hillbourne Primary School on licence from Hamwich Academy who run Hillbourne Primary School. We have been in these premises since 01/11/2021. We have our own purpose built pre-school with an outside and inside facilities which is dedicated to us as a sole user.

Use of volunteers

Very occasionally we have volunteers in the sessions. All of Twin Oaks Pre-school trustees give up their time for free, attending termly committee meetings. Twin Oaks Pre-school employ's a administrator to carry out the regular book keeping and banking functions Twin Oaks Pre-school requires. However the Trustees are aware of the need to attract new trustees, in coming year we will be looking to recruit additional members to the Board.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Ensuring that our services are accessible to the public

Twin Oaks Pre-school's source of income is from The Early Years Funding and fees charged to parents. The local area has a large proportion of families on low and below the national average income and so childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. Therefore we review, at least once a year, the fee structure, balancing fees against cost. Our fees continue to be much less than the average for pre-school settings. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, 30 hours, etc. This year we have continued to take 30 hour funding for 3 and 4 year olds which has allowed more parents and children to make use of Twin Oaks Pre-school. If families face difficulties in paying fees then we are prepared to negotiate easy payment plans.

Twin Oaks Pre-school usually engages in fund raising activities to help subsidise the costs. We try and do at least 3 big fundraising activities, which covers an event once a term. Which is normally organised by the committee.

Our services are available to any 2 to 4 year olds. We advertise our services, and keep current users up to date using our website, Family Information Service, our Facebook group which is a closed and private page just for the parents/carers of the children that attend the setting. We use our Facebook group more to show the parents/carers what their children are involved in which has received very positive feedback.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2022**

Future Plans

Our aims the coming year include:

- Maintain financial sustainability
- Ensure parents/carers better understand that we are a charity and so are not profit driven and need new trustees
- Ensure we keep fees affordable as families continue to struggle financially
- We applied for a CIL Bid from BCP Council and were successful, and we received the sum of £22,322.00, this has been a restricted funds as we can only use the money to buy equipment, furniture all outside resources, and resources to make the facilities better for the children
- Promote the benefits of Twin Oaks Pre-school to more parents/carers
- Continue to develop a good working relationship with Hillbourne Primary School.

Financial Review

As stated above our main source of income are the fees for the Early Years Funding and a small proportion from parents/carers of the children using our services. Most parents and carers pay their fees on time. Twin Oaks Pre-school does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However if parents/carers refuse to negotiate then reluctantly Twin Oaks Pre-school will take legal action.

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts must be examined by someone independent of the Trustees. This is the first year of our financial accounts. The following accounts show that we made a surplus of £13,301 in general funds. We also transferred £86.003 from Twin Oaks Playgroup. £22,322 was restricted funds. Therefore at the end of the year the charity's cash reserves stood at £76,982, all of which is unrestricted.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for.

For 2022 they have agreed the following statement for the Annual Report:

Twin Oaks Pre-school has a commitment to the long term welfare of the children it provides care to. We are the only Early Years Provision in the immediate vicinity, and if we had to close then the Trustees would wish to give parents and carers a minimum of six months' notice so that they can find appropriate care for their children. At 2022 costs the Trustees estimate they would need is £82,000 to cover the costs of staying open for six months.

The Trustees made the decision to change over to CIO Status, which took place on 24/03/22. And also made the decision to re-name the charity from Twin Oaks Playgroup to Twin Oaks Pre-school. Thus transferring all remaining monetary assets from Twin Oaks Playgroup to Twin Oaks Pre-school.

Trustees Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 05th September 2022 and signed on their behalf by:

Charleen Payne (Chair)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2022

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 August 2022.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2022 ("the Act").

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

Independent examiner's statement

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

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records.

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

(Signature) **J Padley**

(Date) **05/09/2022**

Jo-Ann Padley
20 Gort Road, Poole, Dorset BH17 7HG

TWIN OAKS PRE-SCHOOL

RECEIPTS AND PAYMENTS FOR YEAR TO 31 AUGUST 2022

	Unrestricted funds	Restricted funds	Total funds	Last year
	To the nearest £	To the nearest £	To the nearest £	To the nearest £
Receipts				
Childcare fees	58,904		58,904	
Fundraising	1,363		1,363	
Grant	500		500	
Restricted funds		22,322	22,322	
Late Fine	20		20	
Donation	50		50	
Other				
Sub total	60,837	22,322	60,837	
Total receipts	60,837	22,322	60,837	
Payments				
Salaries	50,049		50,049	
Premises	3,541		3,541	
Insurance	723		723	
Consumables	1,763		1,763	
Equipment	1,273		1,273	
Restricted Funds		8,208	8,208	
Admin Costs	138		138	
Membership Subs	109		109	
Easter Costs	48		48	
Bank Charges	104		104	
HMRC	2,630		2,630	
Direct Earnings	92		92	
Educational Visits	180		180	
Pension Contributions	1,000		1,000	
Sub total	61,650	8,208	61,650	
Total payments	61,650	8,208	61,650	
Net of receipts/(payments)	13,301	14,114	13,298	
Transfers between funds				86,003
Cash funds last year end				86,003
Cash funds this year end				

TWIN OAKS PRE-SCHOOL

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD AS AT 31 AUGUST 2022

Cash funds

	Unrestricted Funds To nearest £	Restricted Funds To nearest £
Bank account		22,322
Petty cash	-	-
Total cash funds		22,322

Approved by the Board of Trustees on 05th September 2022 and signed on its behalf by

Charleen Payne - Chair

NOTES TO THE ACCOUNTS
FOR THE YEA ENDED 31 AUGUST 2022

1 Accounting policies.

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

a) Basis of accounting.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Transactions with Trustees and Related Parties.

During the year £nil (2022:£nil) expenses were reimbursed to the Trustees.