

TWIN OAKS PRE-SCHOOL

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 August 2024

TWIN OAKS PRE-SCHOOL

CONTENTS

FOR THE YEAR ENDED 31 AUGUST 2024

C/O Twin Oaks Pre-school
172 Kitchener Crescent
Poole
Dorset
BH17 7HZ

	Page
Legal and administrative details	3
Report of the trustees	4
Report of the Independent Examiner	11
Receipts and Payments	12
Statement of Assets and Liabilities	13
Notes to the financial statements	14

TWIN OAKS PRE-SCHOOL

CHARITY INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2024

Charity trustees: Cassie Flay
Lucy Bridle
Eleanor Stanley

Charity Number: 1198373

Registered Office: Twin Oaks Pre-school
Kitchener Crescent
Poole
Dorset
BH17 7HX

**Independent
Examiner:** Mrs Jo-Ann Padley
34 Old Grammer School Road
Swanage
Dorset
BH19 1FL

Bankers: Lloyds Bank
High Street Poole Branch

Staff:

Manager:	Jane Auger
Deputy:	Pam MacArthur
SENCO:	Helen Inman
	Jeannine Varley
Practitioners:	Marie Witt
	Jenny Leballeur
	Natasha Bellamy
	Laura Harber
	Charleen Crawford
	Charlene Emson

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2024.

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 three trustees of which one was a parent/carers of a child 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. We were inspected by 'Ofsted' in March 2024. We received a 'GOOD' in all areas.

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

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 2024

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 September 2023 to August 2024, Twin Oaks Pre-school was open as follows:

- Open 04th September 2023 to 12th July 2024.

Over the year Twin Oaks Pre-school provided a service to 47 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 have a current staff member who has just achieved her level 3 on an Early Years apprenticeship scheme.

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

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 11 contracted staff. Staff are provided with mentoring, experience, and training to develop their work with children. Staff this year have attended training on Sign along and 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 operate out of a 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.

TWIN OAKS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

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 must be affordable. We understand 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 2024**

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
- 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. The following accounts show that we made a surplus of £13,871 in general funds. Therefore, at the end of the year the charity's cash reserves stood at £100,446, all of which is unrestricted.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

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 2024 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 2024 costs the Trustees estimate they would need is £80,000 to cover the costs of staying open for six months.

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 13th September 2024 and signed on their behalf by:

Cassie Flay (Chair)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR TO 31 AUGUST 2024

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 2024.

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) **13/09/2024**

Jo-Ann Padley
34 Old Grammer School Road, Swanage, Dorset BH19 1FL

**RECEIPTS AND PAYMENTS
FOR YEAR TO 31 AUGUST 2024**

	Unrestricted funds	Restricted funds	Total funds	Last year
	To the nearest £	To the nearest £	To the nearest £	To the nearest £
Receipts				
Childcare fees	198,564	-	198,564	58,904
Fundraising	2,377	-	2,377	1,363
Grant	-	-	-	500
Restricted funds	-	-	-	22,322
Late Fine	70	-	70	20
Donation	50	-	50	50
Other	-	-	-	-
Sub total	201,061	-	201,061	60,837
Total receipts	201,061	-	201,061	60,837
Payments				
Salaries	125,868	-	125,868	50,049
Premises	15,489	-	15,489	3,541
Insurance	1,025	-	1,025	723
Consumables	7,009	-	7,009	1,763
Equipment	4,884	-	4,884	1,273
Restricted Funds	-	14,114	14,114	8,208
Admin Costs	10,337	-	10,337	138
Membership Subs	115	-	115	109
Easter/Xmas Costs	3,010	-	3,010	48
Bank Charges	648	-	648	104
HMRC	9,815	-	9,815	2,630
Direct Earnings	164	-	164	92
Educational Visits	-	-	-	180
Pension Contributions	5,682	-	5,682	1,000
Pupil Premium	1,092	-	1,092	-
Training	2,017	-	2,017	-
Ofsted	35	-	35	-
Sub total	187,190	14,114	201,304	61,650
Total payments	187,190	14,114	201,304	61,650
Net of receipts/(payments)				
Transfers between funds				
Cash funds last year end				
Cash funds this year end	100,446	-	100,446	

STATEMENT OF ASSESTS AND LIABILITIES AT THE END OF THE PERIOD
AS AT 31 AUGUST 2024

Cash funds

	Unrestricted Funds To nearest £	Restricted Funds To nearest £
Bank account	100,446	-
Petty cash	-	-
Total cash funds	100,446	-

Approved by the Board of Trustees on 13th September 2024 and signed on its behalf by

Cassie Flay - Chair

**NOTES TO THE ACCOUNTS
FOR THE YEA ENDED 31 AUGUST 2024**

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.