



## Trustees' Annual Report for the period

Period start date		Period end date		
From	1 <sup>st</sup>	Sept	2023	To 31 <sup>st</sup> Aug 2024

### Section A Reference and administration details

Charity name OXTED PRE-SCHOOL PLAYGROUP

Other names charity is known by

Registered charity number (if any) 1199535

Charity's principal address UNITED REFORMED CHURCH HALL

21 BLUEHOUSE LANE

OXTED

Postcode

RH8 0AA

#### 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	Lynne Muspratt	Chair	1 <sup>st</sup> Sept 23 to 31 <sup>st</sup> Oct 23	
2	Richard Adams	Chair	From 31 <sup>st</sup> Oct 23	Existing Trustees
3	Marcus Connell	Treasurer		
4	Louise Playford	Secretary		
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#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Oxted Pre-School Playgroup is a Charitable incorporated Organisation ("CIO")
Trustee selection methods (eg. appointed by, elected by)	Every trustee must be appointed for a term of one year by a resolution passed at a properly convened meeting of the charity trustees. In selecting Individuals for appointment as charity trustees, the charity trustees must have regard to the skill's, knowledge and experience needed for the effective administration of the CIO.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Every trustee must undergo a DBS check and gain EY2 approval from OFSTED before they can engage with the children.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

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

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Oxted Pre-School Playgroup has been playing a role in our community for over 50 years. During that time, we have welcomed hundreds of small children and their families into our warm, caring setting, and sent them on to 'big school' as enthusiastic and confident young learners. We know that all children are special, unique individuals. We value diversity, celebrate our differences, and welcome everyone, regardless of culture, language, social background or ability. Our overarching aim is to give every child the best possible start in life, and to provide them with the support that will enable them to fulfil their potential.

We offer fully-funded childcare at Oxted Pre-school for the full extent of our opening hours (9am to 3pm), provided parents meet the government's eligibility requirements for the extra 15 hours funding and they meet the conditions we are putting in place. Our conditions apply to both the universal 15 hours and the additional 15 hours.

Oxted Pre-school prides itself on having a staff team who are unfailingly kind and caring.

All Early Years practitioners working at Oxted Pre-school are dedicated to ensuring that every child gets the best possible experience from their pre-school years. On-going training and professional development is undertaken by each member of staff to guarantee that their knowledge and understanding of child development and Early Years practice is up to date and of the highest quality.

We have excellent adult:child ratios, with a maximum of four children per staff member during our core morning sessions. This comfortably exceeds the ratios required by the legislation of the EYFS framework for 3 and 4 year olds (8 children to one adult). Each child is assigned a member of staff to be their Key Person.

2023/24 saw a change in the management of Oxted Pre-school. A new Manager and Deputy Manager were appointed in November 2023 via promotions, which ensured continuity. Three additional staff members were recruited to facilitate these changes and due to staff leaving.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## FUTURE PLANS

Four new trustees were appointed at the beginning of 2024/25. Their key focus will be on advertising and recruiting as many new children to the pre-school as possible, alongside fundraising to meet any government funding shortfalls. They will also ensure there is a solid committee on which to build a foundation for the Pre-school's ongoing success.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

## Section E Financial review

### Brief statement of the charity's policy on reserves

During the year to 31<sup>st</sup> August 2024, Oxted Pre-School Playgroup incurred a small operating deficit of £458 and ended the year with reserves of £62,544.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:



- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Louise Playford	Marcus Connell
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	1 <sup>st</sup> November 2024	



**OXTED PRE-SCHOOL PLAYGROUP (Registered charity no. 1199535)**  
**ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024**

**SUMMARY**

	2024	2023	2022	2021
	£	£	£	£
<b>Current assets</b>				
HSBC Savings account no 41542028	0	21,136	20,933	15,573
HSBC Current account no 1165421 (NEW)	62,536	35,967	0	0
HSBC Current account no 61464957 (OLD)	8	5,900	27,339	1,811
Optimum Credit card	0	0	0	217
<b>Total assets</b>	<b>62,544</b>	<b>63,002</b>	<b>48,272</b>	<b>17,601</b>
<b>Represented by: Capital account</b>				
Balance brought forward	63,002	48,272	17,600	27,834
Surplus/(Deficit) of expenditure over income	(458)	14,730	30,672	(10,234)
<b>Total capital employed</b>	<b>62,544</b>	<b>63,002</b>	<b>48,272</b>	<b>17,600</b>

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2024**

	2024	2023	2022	2021
	£	£	£	£
<b>Income</b>				
Fees - from Surrey County Council	93,516	81,978	84,724	67,085
Fees - from parents	10,962	22,678	21,710	19,440
Fundraising, including Carnival	778	3,083	6,777	3,536
Photograph / Christmas card sales	179	56	277	0
Contributions from parents (craft)	0	120	105	325
Contributions from parents (fruit)	700	810	1,073	0
Gifts	0	0	210	0
Uniforms	0	15	39	0
Bank interest received	34	203	8	0
Furlough reimbursement	0	0	0	459
Dance	0	0	1,144	0
Football	0	0	1,477	864
Refunds	0	126	9	31
<b>Total income</b>	<b>106,170</b>	<b>109,067</b>	<b>117,553</b>	<b>91,740</b>
<b>Less: Expenditure</b>				
Salaries (incl PAYE & NI) & Pensions	90,594	77,154	69,013	81,878
Rent	5,735	7,955	6,440	6,660
Insurance	788	710	634	583
Equipment and consumables	2,543	3,694	4,870	2,865
Staff training (less course refunds)	559	1,734	134	1,597
Petty cash	126	308	0	0
Christmas card printing costs	173	138	182	0
Payroll support costs - Moneysoft/Moorgate	1,439	462	642	2,508
Purchase of three tablets & Microsoft licence renewal	1,440	0	0	0
Summer term outing, inc. coach	0	350	0	0
Xmas/summer party entertainers	130	340	80	0
Fundraising / Carnival costs	0	0	236	335
Gifts and prizes	128	423	342	151
Advertising	116	16	49	445
Ofsted registration fee	35	50	50	50
Miscellaneous	0	249	35	491
Credit card equipment and consumables	0	0	1,688	0
Website, virus protection, storage	120	35	120	85
Outside Area inc. Gates	0	0	0	2,962
Parent fee reclaim	166	69	5	449
DBS checks	98	180	142	86
Free school meal vouchers	0	405	0	0
Outings	0	0	1,120	0
Football	0	0	1,055	830
Surrey CC REMA payments	2,070	0	0	0
Household Grant Vouchers	246	0	0	0
Creditcard/bank account fee	122	66	44	0
<b>Total expenditure</b>	<b>106,628</b>	<b>94,337</b>	<b>86,881</b>	<b>101,974</b>
<b>Surplus /(Deficit) of expenditure over income</b>	<b>(458)</b>	<b>14,730</b>	<b>30,672</b>	<b>(10,234)</b>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Oxted PRE\_SCHOOL PLAYGROUP

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1199535

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/ 2024

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's 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 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

Signed:

Date: 19 December 2024

Name:

Barbara Patricia Kite

Relevant professional  
qualification(s) or body  
(if any):

FCA, CTA, BFP

Address:

4 The Waldrons

Oxted

Surrey RH8 9DY