



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 <sup>st</sup>	Sept	2024		31 <sup>st</sup>	Aug

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			
2 Richard Adams	Chair	To 16 <sup>th</sup> October 2024	
3 Marcus Connell	Treasurer	To 6 <sup>th</sup> January 2025	
4 Louise Playford	Secretary	To 6 <sup>th</sup> January 2025	
5 Sophie Hawgood	Chair	From 6 <sup>th</sup> January 2025	Existing Trustees
6 Lozzie Walker	Secretary	From 6 <sup>th</sup> January 2025	Existing Trustees
7 Matthew Griffiths	Treasurer	From 6 <sup>th</sup> January 2025	Existing Trustees
8 Ana Bustos		From 6 <sup>th</sup> January 2025	Existing Trustees
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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)

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 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)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity’s organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees’ consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Every trustee must undergo the following before they can engage with the children.</p> <ul style="list-style-type: none"><li>• a DBS check</li><li>• gain EY2 approval from OFSTED</li><li>• successfully complete an online Working Together to Safeguard Children (WTSC) training course</li></ul>
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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.

The four new trustees appointed in January 2025 have settled into their respective roles, following a comprehensive handover from the outgoing trustees. The trustees have forged a strong relationship with the Pre-school Manager and Deputy, holding monthly committee meetings. Improvements have been made to a number of policies and procedures to increase efficiency and enhance financial reporting.

Two members of staff left during the year, with one being replaced and one returning as a trustee later in the year.

Our enhanced social media presence resulted in an increased number of enquiries for places at the pre-school. We started the year with sixteen children on the register and ended the summer term with twenty.

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

**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**

The pre-school will continue to focus on raising and maintaining its social media presence, as this is a very good source of enquiries for places.

No major fundraising events were undertaken during the year. However, there are plans in progress to make applications to grant funding bodies and run fundraising events to meet any government funding shortfalls.

## **Section D**

## **Achievements and performance**

## Section D

## Achievements and performance

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

During the year the pre-school was subject to an inspection by Ofsted. We are delighted to report that we received a GOOD rating across all areas. The inspector repeatedly highlighted that we provide a nurturing environment for our children.

## Section E Financial review

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

Oxted Pre-school adopts a reserves policy of maintaining the equivalent of at least 2 months operating costs in reserves. As at 31<sup>st</sup> August 2025 this equated to £18,128. The actual reserves on 31<sup>st</sup> August 2025 were £55,291.

### 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.

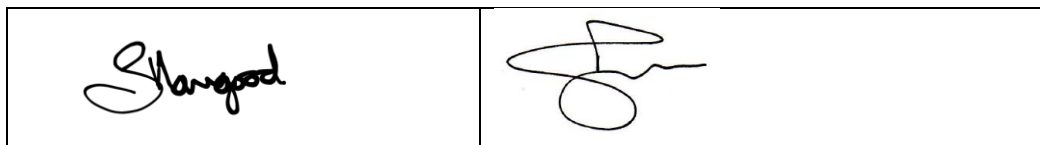
## Section F Other optional information

## 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)

Sophie Hawgood

Matthew Griffiths

Position (eg Secretary, Chair, etc)

Chair

Treasurer

<b>Date</b>	20 <sup>th</sup> April 2026	20 <sup>th</sup> April 2026
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**OXTED PRE-SCHOOL PLAYGROUP (Registered charity no. 1199535)**  
**ACTUALS FOR THE YEAR ENDING 31 AUGUST 2025**

**SUMMARY**

	2024-25	2023-24
<b>Current assets</b>	<b>£</b>	
HSBC Current account no 1165421 (NEW)	55,290	62,536
HSBC Current account no 61464957 (OLD)	1	8
<b>Total assets</b>	<b>55,291</b>	<b>62,544</b>
<b>Represented by: Capital account</b>	<b>£</b>	
<b>Balance brought forward</b>	<b>62,543</b>	<b>63,002</b>
Fee Income	96,594	104,478
Fundraising Income	1,399	1,717
Other Income	0	(26)
<b>Total income</b>	<b>97,994</b>	<b>106,170</b>
Staff Costs	92,282	91,275
Operational Costs	10,493	9,567
Fundraising Costs	256	431
IT Costs	1,684	2,879
Miscellaneous Costs	532	2,477
<b>Total Expenditure</b>	<b>105,246</b>	<b>106,628</b>
<b>Surplus/(Deficit) of expenditure over income</b>	<b>(7,253)</b>	<b>(459)</b>
<b>Total capital employed</b>	<b>55,291</b>	<b>62,543</b>

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 AUGUST 2025**

	2024-25	2023-24
	<b>£</b>	<b>£</b>
<b>Income</b>		
<b>Fee Income</b>		
Fees - Surrey County Council	75,646	87,039
Fees - Surrey County Council - other (Note 1)	15,443	6,417
Fees - Parents	5,506	10,962
Household Grant Vouchers	0	60
<b>Total Fee Income</b>	<b>96,594</b>	<b>104,478</b>
<b>Fundraising Income</b>		
Fundraising events	619	518
Tandridge Lottery	350	474
Contributions from parents fruit and craft	431	725
<b>Total Fundraising Income</b>	<b>1,399</b>	<b>1,717</b>
<b>Other Income</b>		
Bank interest received	0	34
Miscellaneous	0	(60)
<b>Total Other Income</b>	<b>0</b>	<b>(26)</b>
<b>Total income</b>	<b>97,994</b>	<b>106,170</b>



**OXTED PRE-SCHOOL PLAYGROUP (Registered charity no. 1199535)**  
**ACTUALS FOR THE YEAR ENDING 31 AUGUST 2025**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 AUGUST 2025**

	<b>2024-25</b>	<b>2023-24</b>
	<b>£</b>	<b>£</b>
<b>Less: Expenditure</b>		
<b>Staff Costs</b>		
Salaries	81,129	80,451
Add hours/sick	4,514	7,347
Prior period PAYE/NIC ( <b>Note 2</b> )	4,848	1,553
Pensions	1,337	1,216
Staff training	335	559
DBS checks	118	149
<b>Total Staff Costs</b>	<b>92,282</b>	<b>91,275</b>
<b>Operational Costs</b>		
Rent	7,030	5,735
Equipment and consumables	2,460	2,498
Insurance & Professional Fees	1,004	978
Advertising	0	116
Household Grant Vouchers	0	240
<b>Total Operational Costs</b>	<b>10,493</b>	<b>9,567</b>
<b>Fundraising Costs</b>		
Fundraising Events	256	303
Gifts and prizes (net of refunds)	0	128
<b>Total Fundraising Costs</b>	<b>256</b>	<b>431</b>
<b>IT Costs</b>		
Payroll support costs	1,454	1,439
Software Licences	229	80
Computer Equipment	0	1,360
<b>Total IT Costs</b>	<b>1,684</b>	<b>2,879</b>
<b>Miscellaneous Costs</b>		
Bank charges	96	122
Misc (Refund of fees to SCC)	436	2,355
<b>Total Miscellaneous Costs</b>	<b>532</b>	<b>2,477</b>
<b>Total expenditure</b>	<b>105,246</b>	<b>106,628</b>
<b>Surplus /(Deficit) of expenditure over income</b>	<b>(7,253)</b>	<b>(459)</b>

**Note 1**

Fees - Surrey County Council - other breakdown

SEN Support	13,059
Brighter Beginnings Grant	1,200
Early Years Expansion Grant	1,184
	<hr/>
	15,443

**Note 2**

The payment to HMRC re prior period PAYE & NIC includes interest of £754.67



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Oxted Pre-School Playgroup

On accounts for the year  
ended

31 August 2025

Charity no  
(if any)

1199535

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025

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

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.

Signed:

*Barbara Kite*

Date:

19/3/2026

Name:

Barbara Patricia Kite

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

Fellow Chartered Accountant and Business Finance Professional - Institute of Chartered Accountants in England and Wales  
Chartered Tax Adviser – Institute of Taxation

Address:

4 The Waldrons, Oxted, Surrey. RH8 9DY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**