



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name
Little Oaks Hurst Green Pre-School

On accounts for the year
ended

31st August 2023

Charity no.:

1200708

Company no.:

Set out on pages

1 - 8

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31 / 08 / 2023**.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

* Please delete the words in the brackets if they do not apply.

Signed: R E S Bannard Date: 11/7/2024

Name: RICHAUD JOHN EDWARD BANNARD

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

ACI EW Chartered Accountant

Address:

9 PETER AVENUE
OXFORD
SURREY RM8 9LG

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

Little Oaks Hurst Green Pre-School (1200708)

Receipts & Payments Account for the year ended 31st August 2023

Charity Number:	Little Oaks CIO	Little Oaks Under Fives Trust	
General Fund	1200708	1010589	1010589
Receipts	2023	2022	2021
Fees	24,746	25,194	22,550
Surrey CC Funding (fees)	150,189	117,769	128,542
Total Fees	174,935	142,963	151,092
Interest received	308	23	2
Fundraising Income	41	57	49
Refunds	-	87	232
Uniform	540	-	-
Donations (Busy Bees Preschool)	2,974	-	-
Total Receipts	178,798	143,129	151,375
Payments			
Salaries	114,542	101,745	94,248
Rent	19,127	14,658	10,200
Photocopying/Administration/Stationary	1,852	2,103	1,322
Materials	9,262	4,794	5,736
Outings and events	376	560	140
Consultancy	1,700	4,019	2,674
Insurance	846	821	738
Affiliations and DBS checks	292	182	122
Provisions	1,004	829	1,617
Fee Refund	-	50	-
Equipment	3,305	6,493	3,641
Training	1,659	1,645	1,922
Advertising	373	713	144
Uniform	-	1,268	97
Total	154,338	139,879	122,602
Excess payments over receipts	24,460	3,250	28,772
Balance brought forward		81,750	52,978
Transfer from Little Oaks Under Fives (1010589)	85,000		
Balance carried forward	109,460	85,000	81,750
Statement of Balances			
Current a/c	109,445	61,145	57,910
Cash in hand	15	15	15
Reserve a/c		23,841	23,825
Balance carried forward	109,460	85,000	81,750
Creditors			
Surrey CC Overpayment	16,030		
Actual (Loss)/Gain	8,430	3,250	28,772

Date: 11th July 2024

Hayley Tilt - Treasurer

H.T.G.

R.S. Bamford

John Bamford - Independent Examiner



Trustees' Annual Report for the period

Period start date
From 01 09 2022 To 31 08 2023

Section A Reference and administration details

Charity name

Little Oaks Hurst Green Pre-School

Other names charity is known by

Little Oaks Under Fives

Registered charity number (if any)

1200708

Charity's principal address

Hurst Green Community Centre

Oak Close, Pollards Oak Road

Hurst Green, Oxley Surrey

Postcode

RH8 0BA

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	Melanie Kaisharis	Chairman	September 2021 - Current	
2	Anya Cross	Secretary	September 2021 - Current	
3	Hayley Tilt	Treasurer	Sept 2015 - Current	
4	Leigh Biggadike	Trustee	Oct 2023 - Current	
5	Sarah Howgate	Trustee	Oct 2023 - Current	
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7				
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16				
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19				

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
Managerial and Legal	Pre-School Learning Alliance	188 York Way, London N7 9AD
Insurance	Morton Mitchel	Covea Insurance plc, Norman Place, Reading RG1 8DA
HR Services	Surrey Early Years HR	www.surreyearlyyearshr.co.uk

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

Sarah Howgate (Manager)

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)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by members at Annual General Meeting

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.

All trustees give their time voluntarily and receive a DBS check.

Little Oaks has regular committee meetings which are open to all parents/carers.

Little Oaks partakes in OFSTED's pre-school inspection programme and complies with the Early Years Foundation Stage.

In 2022/2023 Little Oaks has moved to a CIO.

Section C Objectives and activities

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

The main objective of the charity is to provide affordable childcare and pre-school education for children under five in the community.

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)

The main activity of the charity is to provide affordable pre-school education for children under five.

The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit.

The trustees also confirm that there have been no serious incidents which should have been brought to the attention of the Charity Commission.

When planning activities at Little Oaks, the trustees take into account the importance of ensuring that the community in which the pre-school is located benefits by the inclusion of as many children and parents as possible.

We aim to work closely with parents and carers, holding regular discussions regarding the curriculum and their child's individual learning needs and development. All the children have free access to indoor and outdoor play.

Little Oaks has strong links with all the local schools and other pre-schools in the area, particularly Hurst Green School and Limpsfield, ensuring smooth transitions for children to their next steps.

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.

Parents, carers and staff regularly put on fundraising events to support the pre-school. This includes a very successful Christmas play, Sports Day and Spring/Summer Fair. Small groups of children also visit the local care home and sing songs and take part in craft/seasonal activities with the residents.

Summary of the main achievements of the charity during the year

We are currently running at full capacity. The school implements all government recommendations for Preschool Learning and staff have undertaken training in appropriate areas. We have 9 members of nursery staff and 1 admin staff.

Children are encouraged to work independently and each has their own Key worker and Learning Journey. They are encouraged to play outside on a daily basis and work was completed on the garden in September 2020. The children visit the Library on a weekly basis and are encouraged to share their book at home. On a Friday afternoon there is Forest School that all children are encouraged to participate in.

The older children are taken out as a group to work in a slightly more formal environment in preparation for the next stage on their school journey.

The children are taken out on educational visits and we have close ties with the local community taking part in community led events and organising fund raising of our own. We hold a very well received Christmas Play and Summer Sports Day and Fair.

We encourage parental involvement wherever possible in fund raising, social events, etc.

Section E

Financial review

Brief statement of the charity's policy on reserves

To maintain a minimum unrestricted reserves of approx. 45% of the expenses to ensure that the activities of Little Oaks Under Fives will not be curtailed in the event of a temporary reduction in income or any exceptional increase in costs (rent review occurred in 22/23 with significant rise in costs).

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.

Our main source of funding is through fee income from parents and funding from Surrey County Council for children who qualify for FE (Free Entitlement) and FEET (Free Early Education for Two year olds) funding. Little Oaks accepts the 30hr funding as opening hours have been extended to 8.30am to 3pm.

The quality of our staff is of utmost importance for maintaining a high quality provision of education to the young children attending Little Oaks. The majority of our funds are spent on staff wages and rent, we have 9 members of staff on the payroll.

Additional funds from fundraising and grants provide new equipment.

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)

Melanie Kaisharis

H. Tilt

Full name(s)

Melanie Kaisharis

Hayley Tilt

Position (eg Secretary, Chair, etc)

Chairman

Treasurer

Date

01/06/2024