

CHARLBURY PRESCHOOL

England & Wales · Charity number 273783

Details

Other names	CHARLBURY PLAYGROUP
Status	Registered
Legal form	Other
Registered	1977-07-12
Register	View on the Charity Commission register

Contact

Address	Charlbury Pre-School Park Street Charlbury Chipping Norton Oxfordshire OX7 3PS
Phone	01608811200
Email	admin@charlburypreschool.org.uk
Website	www.charlburypreschool.org.uk

Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: PROVIDING EARLY YEARS/PRE-SCHOOL EDUCATION THROUGH PLAY IN A SAFE AND SECURE ENVIRONMENT.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** CHARLBURY
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£155,825	£147,684	-	-
2023-12-31	£150,321	£126,351	-	-
2022-12-31	£89,119	£98,316	-	-
2021-12-31	£76,100	£97,058	-	-
2020-12-31	£73,222	£72,417	-	-

Trustees

Name	Role	Appointed
Jennifer Jean Celesia		2023-11-29
Lucy Keating		2025-01-06
Melinda Lidia Botos		2022-09-01
Olivia Birgitta Zetterstrom-Sharp		2024-01-12
Stephanie Loretta Hammond		2026-01-19

CHARLBURY PRESCHOOL

England & Wales - Charity number 273783

Accounts



**Charlbury Pre-School
Trustees Financial Report
31 December 2024**

inspections, the responsibility of daily upkeep and maintenance lies with our team. Given the scale and requirements of maintaining this aging building, we actively seek assistance from parents within the community.

Over the past year, CEF has invested in safety covers for the heaters.

The biggest improvements this year were in the classroom and the garden. We invested in a new carpet and a full repaint of the classroom, creating a brighter and more welcoming space. In the garden, we removed the old climbing frame and replaced it with new movable climbing equipment, giving children more flexibility and fun in their outdoor play.

We also replaced the faulty Honeywell single-channel programmer for the heaters with a new, modern version to improve efficiency and reliability. In addition, all gutters were cleaned and damaged roof tiles repaired to help maintain the building. The Pre-School also had a major clear-out this year, during which we hired several skips to remove old and unused items, creating more organised and usable space.

Grants

This year we've been awarded with the Charlbury Beer Festival grant of £500, and we have received a previously awarded Blenheim Palace grant from 2023 of £458.14. A big thank you to Molly for leading the way on much of the grant application process. The total for the grants was £958.14.

Fundraising

We kicked off the year 2024 with a fantastic event in February organised by Mizue Tams, her Sushi Pop Ups are extremely popular by the whole community. Mizue has also organised another event in July, Katsu Curry Night at the Community Centre, which was a sell-out and a huge success.

A special thank you goes to Mizue, a former committee member who is now part of the pre-school staff. Her amazing cooking has drawn massive interest from the community, turning every event she's involved in into a truly delicious experience and a sell-out. We are incredibly grateful to have her on board!

Our popular cake sales for both Valentine's Day and Easter egg hunt, along with the raffle were very successful! These events showcased our community's baking talents and allowed families to enjoy delicious treats while supporting the Pre-School.

Every year, we participate in the local Beer Festival, selling ice cream and providing fun activities for kids. Additionally, the Street Fair is always a highlight, allowing us to interact with the broader community in a fun setting.

In September, Pre-School launched its first Paediatric First Aid Refresher session. A qualified members of the community led the session, sharing essential information and practical guidance on how to respond to a range of first aid situations involving young children.

In October, Mizue participated in Half Marathon, raising a substantial amount for the Pre-School.

And of course, we held our second magical Christmas Disco, a much-anticipated highlight of the year. The event featured a beautifully decorated Santa's Grotto, a range of festive activities, a raffle, and a silent auction, creating a wonderfully cheerful atmosphere.

Financial Review

The financial year 2024 closed with a surplus of £8,140.91, a smaller but welcome positive result compared with £23,969.85 in 2023.

Overall turnover from Early Years Funding and non-funded sessions softened to £125,850.67, compared with £131,194.33 in 2023. The most notable change in our income breakdown was a 19.5% reduction in Early Years Funding to £68,588.74. However, this was partly balanced by strong growth of 24% in non-funded sessions, which rose to £57,261.93. This increase shows that families continued to value and pay for additional hours, even though we welcomed fewer children overall due to a lower local birth rate.

On the cost side, administrative expenditure rose by almost 17% to £147,684.49 (2023: £126,351.11). Staffing remained the largest driver of spending: wages increased to £85,912.33 following the appointment of a new team member in June, helping us maintain quality and ratios. We also invested in the setting—repairs and maintenance totalled £7,013.09, including new carpet and a freshly painted classroom—and supported learning with core supplies, materials and equipment of £6,890.15, such as new garden equipment and a whiteboard. These rising costs were partly balanced by savings on utilities, which decreased from £6,898.75 in 2023 to £3,857.00 in 2024—a reduction of around 44%—and on insurance, which fell significantly from £2,210.13 to £486.71. Rent remained steady at £13,125.00 throughout the year.

While increased costs resulted in an operating loss of £21,833.82, the boost from other income helped us finish the year on a positive note. Donations were especially generous at £17,846.00, and together with refunds and savings interest lifted total other income by over 56% to £29,974.73 (2023: £19,126.63).

In summary, 2024 was a steady, community-minded year. Demand for paid sessions held up, funding tightened, and we invested in people and the learning environment. Thanks to the commitment of families, staff, trustees and supporters, we ended the year with a surplus and a well-maintained setting ready to welcome children in the year ahead.

Taxation

The charity is entitled to those exemptions from UK taxation available in law to charities.

This passage describes trustees' responsibilities in managing a charity's financial affairs.

To summarize:

- **Accounting Responsibilities:** Trustees are required to maintain accurate accounting records that reflect the charity's financial standing. This involves ensuring that the financial statements adhere to FRS 102 standards, the Charities Act 2011, and any governing trust deed.
- **Compliance:** They must ensure that the charity's financial statements comply with legal and regulatory requirements.
- **Asset Safeguarding:** Trustees are tasked with protecting the charity's assets, which includes implementing controls to prevent and detect fraud and other financial irregularities. The Fixed Assets Form is attached with the Financial Statement and by keeping accurate and detailed records, we ensure that all information regarding our assets is readily available for future reference and decision-making.

This accountability is crucial for transparency, legal compliance, and the charity's operational integrity.

Conclusion

This year has once again shown the strength of our Pre-School community. Thanks to the hard work of our staff, the generosity of our volunteers and families, and the support of our wider community, we've been able to create a caring and inspiring space for our children to learn and grow. Even with some challenges along the way, we've ended the year stronger—financially stable, well-resourced, and ready to welcome another year of play, discovery, and friendship at Charlbury Pre-School.

On behalf of the board

Jennifer Celesia

Committee member (Treasurer)

Profit and Loss

Charlbury Pre-School
For the year ended 31 December 2024

Account	2024	2023
Turnover		
Early Years Funding	68,588.74	85,173.55
Non-Funded Sessions	57,261.93	46,020.78
Total Turnover	125,850.67	131,194.33
Gross Profit		
	125,850.67	131,194.33
Administrative Costs		
Cleaning	1,162.00	840.00
Council Tax and WODC	1,292.80	1,040.70
Educational and Pre-School Supplies	1,560.31	2,378.95
Electricity, Gas and Water	3,857.00	6,898.75
Employers Pension	4,070.87	3,931.84
EYPP and Household support expenses	1,485.86	1,720.42
French Sessions	0.00	250.00
Fundraising expenses	NOTE 6 1,925.83	3,473.62
Groceries and Cleaning Materials	1,758.20	1,611.85
Insurance	486.71	2,210.13
PAYE Payable	7,207.52	4,216.38
Postage, Freight & Courier	61.80	30.00
Pre-School Trips and LWT	3,865.20	2,400.00
Printing & Stationery	752.29	999.63
Rent	13,125.00	13,125.00
Repairs & Maintenance	NOTE 1 7,013.09	3,335.61
Shared Profit from Fundraisings	1,017.48	0.00
Staff Christmas dinner	150.00	0.00
Staff Training	1,269.22	30.60
Staff Uniform	891.57	0.00
Subscriptions	703.57	257.47
Sundry Expenses	NOTE 2 564.38	553.18
Supplies, Materials and Equipment	NOTE 3 6,890.15	2,888.46
Telephone & Internet	661.31	634.82
Wages	85,912.33	73,523.70
Total Administrative Costs	147,684.49	126,351.11
Operating Profit		
	(21,833.82)	4,843.22
Other Income		
Donations	NOTE 4 17,846.00	1,315.00
EYPP and Household Support	1,517.40	945.00
Fundraisings income	NOTE 5 6,697.39	12,011.80
Grants	NOTE 7 958.14	4,545.00
Petty Cash	0.00	269.01
Refunds	2,867.81	24.44
Savings interest	87.99	16.38
Total Other Income	29,974.73	19,126.63
Profit on Ordinary Activities Before Taxation		
	8,140.91	23,969.85
Profit after Taxation		
	8,140.91	23,969.85

Charlbury Pre-School
Year Ended 31 December 2024

NOTES TO THE ACCOUNTS

NOTE 1 - Repairs & Maintenance

Cotswold Carpets Ltd - New Carpet	2,167.00
Cotswold Carpets Ltd - Refund for the screed that wasn't required in the end	(598.00)
Cotswold Carpets Ltd	356.00
TJDecor - Painting the room, payment for the materials DEPOSIT	600.45
UK SAFETY MANAGEMENT - PAT TESTING	131.98
TJDecor - Paying the remaining invoice	1,431.74
A.G Cruickshank and Son Ltd - Roof repair	288.00
Dawn Baker - ADHESIVE/COMPOST for the garden	55.95
Dawn Baker - GARDENREPAIRKIT	161.60
TJDecor - advance payment	400.00
TJDecor - remaining payment	463.79
N L MATTHEWS - skip hire	252.00
N L MATTHEWSN - skip hire	420.00
G & O ENGINEERS - to replace the faulty Honeywell single channel programmer for a new modern programmer.	462.00
G & O ENGINEERS - To attend to the hot water in the children's classroom	66.00
Gill & Co (Ironmongers) Limite - Locksmith - Front Door	111.00
Bens Gutters - cleaning the gutters	127.00
Amazon - Sink taps	14.59
JOHN SHAW PLUMBING SERVICES - fixing taps	95.00
Amazon - toilet flush handle	6.99
TOTAL	<u>7,013.09</u>

NOTE 2 - Sundry Expenses

OCC - Ofsted registration	50.00
JENNIFER CELESIA - End of year staff gifts	76.00
Primary Teaching Services - upload photo and logo id, stickers	15.42
Amazon	5.99
Total Merchandise - Drawstring rucksacks	160.67
Amazon - walking rope, new fridge thermometer and table cover	36.97
Lawrence Watson - AGM drinks and snacks	51.89
Lawrence Watson - AGM invite cards	10.50
Dawn Baker - Cash withdrawal for the cash tin	10.00
St Mary's Church - Christmas Tree Festival	40.00
The Works - Christmas Books	30.00
Amazon - Christmas kids lunch bags	8.99
Amazon - Christmas Tree Fairy Lights	20.08
Amazon - Leaf grabber	9.99
Amazon - something - no invoice	6.90
Amazon - paper bags	8.99
Amazon - Christmas lights	21.99
TOTAL	<u>564.38</u>

NOTE 3 - Supplies, Materials and Equipment

Amy Silman - Drying Rack	13.59
Dawn Baker - Ikea	163.00

Dawn Baker - Kettle	20.00
Dawn Baker - Microwave	50.00
MIZUE TAMS - Room Project	100.00
Amy Silman - Room Project	100.00
SUE SHAYLER - Room Project	100.00
DAISY KINGSTON - Daisy got a wooden garage, a tuff tray, and some fake grass	100.00
Dawn Baker - safety gate	32.99
Cosy - Garden and room equipment/ toys	2,664.21
K SLATER - Sensory Garden	41.18
Dawn Baker - Baker Ross Craft	74.95
K SLATER - Books reimbursement	22.89
K SLATER - Sensory Garden	24.19
Dawn Baker - Sleepers for the garden	95.80
Dawn Baker - garden - wooden raised beds/ cold frame/ fork, trowel, rake/ watering can	158.91
Charlbury Garden Centre - flowers/compost/containers	68.00
Amazon	73.63
Amazon	11.99
123ICT Limited - White board with installation	2,469.60
Amazon - 2 inv for Screen Protector and Lunchbox Trolley	279.94
Charlbury Garden Centre - flowers/compost/containers	36.49
Quality Discount - Garden things/feeders/bugs	18.94
Elite Industrial Supplies Ltd - Kids Hi Vis Waistcoat	43.19
Argos - Vodaphone Nokia mobile phone	13.50
Amazon - baking equipment	40.45
Amy Silman - Reimbursement	9.98
Dawn Baker - remaining for the sleepers.	30.00
Amazon - doorbell	12.74
SUE SHAYLER - Illuminated globe	19.99
TOTAL	<u>6,890.15</u>

NOTE 4 - Donations

CEF	500.00
Hook Norton Pre-School - Funded Income	16,925.00
Jill Petersen - Tea Towels money added to fundraising	96.00
CEF - donation towards cost of energy usage	200.00
Japanese Red Cross Charity - Bank transfer charges	(25.00)
ELIZABETH GUPTA - Friends of Charlbury Pre-School	50.00
Combe Parish Council	100.00
TOTAL	<u>17,846.00</u>

NOTE 5 - Fundraising income

February Sushi Pop up	1,536.76
Valentine's Cake Sale	149.11
Easy Fundraising - Easy Fundraising	42.85
Easter egg hunt	121.37
Open garden June	143.76
Beer Festival 2024	776.68
Katsu Curry Night at the Community Centre	927.55
Street Fair	301.12
Paediatric refresher	223.00
Mizue Half Marathon	765.39
Teddy Tombola	22.77
Easy Fundraising	17.57
Christmas Disco	1,669.46
TOTAL	<u>6,697.39</u>

NOTE 6 - Fundraising expenses

Christmas Disco Hall Rent	64.00
TEN Licence - Christmas Disco	21.00
MIZUE TAMS - sushi boxes	12.99
MIZUE TAMS - sushi boxes 2	12.99
MIZUE TAMS - sushi cups	10.95
MIZUE TAMS - WASO SUSHI POP	107.79
MIZUE TAMS - February Sushi Pop Up	85.86
TADASHI MORIYAMA - sushi reimbursement	56.53
TADASHI MORIYAMA - sushi reimbursement	15.48
TADASHI MORIYAMA - sushi reimbursement	4.80
TADASHI MORIYAMA - sushi	89.42
Stratford Fine Foods Ltd - Ice Lollies for Beer Festival	289.17
Lawrence Watson - Extra Ice cream Beer Festival	62.64
MIZUE TAMS - Katsu	129.78
TADASHI MORIYAMA - katsu	59.22
MIZUE TAMS - katsu	21.99
MIZUE TAMS - sushi boxes	13.49
MIZUE TAMS	22.99
Lawrence Watson - Street Fair Tattoos	23.95
Lawrence Watson - Street Fair tattoos	13.25
MIZUE TAMS - Half Marathon Entry cost	67.01
Dawn Baker - Christmas Dinner Staff contribution	140.00
Lawrence Watson - Santa costume	16.91
Lawrence Watson - Party Boxes	15.96
Lawrence Watson - Paper bags	5.99
Magdalena Adams - Staff Christmas Vouchers x3	150.00
Lawrence Watson - Christmas Disco	100.67
Magdalena Adams - Christmas Staff Vouchers	200.00
Magdalena Adams - TEN Christmas Disco	21.00
Charlbury Memorial Hall - Christmas Disco Hall Rent	90.00

TOTAL

1,925.83

NOTE 7 - Grants

Blenheim Palace - Grant for the garden - applied in 2023	458.14
Charlbury Beer Festival	500.00

TOTAL

958.14

Balance Sheet
Charlbury Pre-School
As at 31 December 2024

	Account	31 Dec 2024
<hr/>		
Current Assets		
	Cash at bank and in hand	
	Business Savings Account	30,606.54
	Closed Issue - Backbook	9,819.65
	Total Cash at bank and in hand	40,426.19
Total Current Assets		40,426.19
<hr/>		
Creditors: amounts falling due within one year		
	Historical Adjustment	8,315.43
Total Creditors: amounts falling due within one year		8,315.43
	Net Current Assets (Liabilities)	32,110.76
	Total Assets less Current Liabilities	32,110.76
	Net Assets	32,110.76
<hr/>		
Capital and Reserves		
	Current Year Earnings	8,140.91
	Retained Earnings	23,969.85
Total Capital and Reserves		32,110.76

Chartbury Pre-School

FIXED ASSETS

B/F 01/01/2024	Date of Purchase	COST £	Accumulated Depreciation	Depreciation yrs	Depreciation £	NBV £
Fixtures and Fittings						
Tables/Bookcases		525.3	525.3			0
Water/Sand Tray		199.16	199.16			0
Tables and Chairs		242.17	242.17			0
Vacuum Cleaner		94	94			0
Fire Extinguisher		90.05	90.05			0
Play House Furniture		565.76	565.76			0
Fire Extinguisher		175.08	175.08			0
Totals B/F		1891.52	1891.52			0
ADDITIONS						
Office Fire Extinguisher	Jul-99	167.44	167.44			
Filing Cabinet	Sep-99	101.91	101.91			
Fridge & Freezer	Sep-99	388.97	388.97			
Chairs	Aug-03	250.28	250.28			
Vacuum Cleaner	Oct-04	86.97	86.97			
Shed	Jul-06	200	200			
Nursery chair	Oct-06	45.02	45.02			
Storage Cabinets	Apr-07	443.56	443.56			
Wendy House	Nov-07	586	586			
Picnic Tables	Mar-08	326.18	326.18			
Fire Extinguisher	Jun-08	148.76	148.76			
Settee	Jul-08	151.57	151.57			
Puzzle Mat	Oct-08	230.3	230.3			
Freezer	Apr-09	109.99	109.99			
Laptop	Dec-09	420.9	420.9			
Compact Easel	Feb-10	259.95	208.49		15	36.46
Laptop	Mar-10	510	510			0
Bench	Apr-10	31.49	31.49			0
Printers x 2	Sep-10	79.98	79.98			0
Pavilion	Sep-11	5220	811		50	4359
Display Unit	Nov-11	239.94	183.99		15	40.95
Shed	Dec-11	199.95	129.99		10	59.96
Play Loft	Dec-11	2500	675		50	1775
Storage Unit	Jun-12	219.28	180		20	19.28
Cooker	Jan-13	434.95	434.95			0
Storage Unit	Mar-13	103.4	90		10	3.4
Magnetic Board	Sep-13	195.54	180		15.54	0
Outside Storage	Dec-13	115.05	115.05			
Picnic Bench	Mar-23	265	265			
Sand Pit	Jun-23	669.27	669.27			
Kallax Units	Nov-23	990	990			
Move & Make Meadow Course	Feb-24	415	415			
COSY COMPLETE LOOSE PARTS PANACEA	Feb-24	479	479			
Music Frames Set	Feb-24	290	290			
Grass Platform Trio	Feb-24	319	319			
8 Way Steering Wheel	Feb-24	269	269			
White Board	Jun-24	1595	1595			
Lunch Box Trolley	Jun-24	169.99	169.99			
Panel Folding Room Divider	Jun-24	109.95	109.95			
TOTALS		21230.11	14750.52		185.54	6294.05
Office Equipment						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
Tablets		756	756			0
TOTALS		2522.61	2522.61			0
		23752.72	17273.13			



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Charlbury Pre-School

On accounts for the year
ended

31 December 2024

Charity no
(if any)

273783

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 / 12 / 2024**.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

Amathias

Date:

12/10/2025

Name: Arantxa Mathias

Relevant professional qualification(s) or body (if any): Level 2 Bookkeeping ICB

Address: 4 Wychwood Close
Charlbury
Oxfordshire, OX7 3TB

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.

A large, empty rectangular box with a thin black border, intended for the user to provide details as instructed in the text to the left.

CHARLBURY PRESCHOOL

England & Wales - Charity number 273783

Accounts



Trustees Report for 2022

Staff

Over the past academic year we have welcomed Daisy Kingston, Amy Silman and Olivia Graham-Coombes to our staff team and said goodbye to Thomasina Eustace and Claire Cooper.

Our staff team at the beginning of the Pre-School year consists of Chris Weston, manager, Kerri Slater, Deputy manager; and Sue Shayler, Claire Cooper (SENCO) and Daisy Kingston. Our administrator and bursar is Ann Hoyle and our cleaner is Sharon Dix.

Chris, who has worked in the setting since 2004, has served as manager for six years, but after much reflection has decided to step down from that role and take a break from working in the pre-school for a term. We will miss her, but look forward to keeping in touch and welcoming her back in January 2023.

Unfortunately Chris decided not to return to her position and new manager was recruited. Dawn Baker was recruited as a new manager. We are very excited to welcome Dawn in our Pre-School. She has settled in very well with the Pre-School team.

Ann Hoyle decided to reduce her hours and the Pre-School was very pleased for her to take the responsibilities of a payroll.

A big thank-you to our volunteers, Janet Puddephatt, Jean Gilmour, and Mizue Tams. Their care for the children and support of the staff has been such a boost to the setting. It is so lovely to be able to reintroduce volunteers and parent-rota after going so many months without them.

We are happy to announce that Mizue Tams joined our Pre-School team.

We think our staff is our greatest asset. In order to keep up to date with the latest ideas and advice, our staff have participated in many training courses throughout the year including paediatric first aid, safeguarding, food hygiene, nurturing staff well-being, playful pre-schoolers, curriculum design, brain development, phonological development and more.

Expanding Hours

As you all know we're aiming to expand our opening hours from September in an attempt to meet local need and attract more families to our invaluable educational setting. We're looking to hire more staff to support our growing hours and fill the hole left by Thomasina. We have two applicants at the moment and other promising inquiries. Some of the exciting new developments include:

- Changing our hours to 8:45-5:00pm Monday to Friday
- Inviting 2-year-olds for the whole day
- Offering extra-curricular activities 3:00-5:00PM
- Re-structuring to include an operations manager so we have more capacity and skills on site
- Re-structuring the role of the committee to be bigger, efficient, and more future focussed

Apprenticeship

We're hoping to introduce an apprenticeship program in the setting. This offers an extra, enthusiastic pair of hands to the staff, as well as ensuring the potential of growing our team if our apprentice is a good fit.

We are happy to announce that Mizue Tams is going to start her apprenticeship next year 2023.

Committee

Because the pre-school is a charity, we are required to have a board of trustees. Becoming a committee member means you are also a trustee to the charity. The current committee members are Jim Goad and myself as co-chairs, Jill Petersen, treasurer, Emma Cottam, secretary, and Brek Taylor-Tamblyn, fundraising . I'd like to say a big thank-you to the committee for all their hard work and dedication to looking after the pre-school and its staff this past year.

Enrolment Figures

We currently have 27 children on roll; and 12 of these children will be moving on to school in September. There are no confirmed new joiners for September, but there have been several inquiries and more anticipated over the summer.

Building Update

Our building, the Old Grammar School, is owned by the Charlbury Exhibition Fund, who are also a charity. They come and inspect the building regularly, but we are responsible for its up-keep and maintenance. This is a big job so we're always looking for able parents to help out

Over this year we've refurbished the office space- a big thank you to Lofty, Jeni Burnell and Jill Petersen for making this happen. We're hoping to give the playground a facelift in the next academic year.

The Pre-School has no significant liabilities except for the ongoing lease and building payments.

Extracurricular

Because of Covid all extracurricular activities were stopped last year and we have been gradually reintroducing them, starting with Little Wild Things, which a group of 3 and 4-year-old children attend on a Tuesday morning. We've welcomed back French Charlotte on Fridays, and Jim Goad has come in several times with his ukulele to sing nursery rhymes with the children.

Grants

This year we have been awarded the Charlbury Town Council grant, which we bought the white parent notice board you've seen out front at pick-up and drop-off as well as money for an art drying rack and a contribution to our attendance in Oxford Artweeks. We want to increase the number of grant applications we can make, so we've been developing documents and techniques to enable this moving forward. Thanks to Brek and Emma for their work on grant applications.

Fundraising

It has been exciting to get back into social events for fundraisers- and helpful to promote who we are what we do! We started the year with Brek's awesome outdoor cinema experience, followed by the Halloween Disco, which brought all the little people of Charlbury together. Then just before Christmas *The Snowman* cinema and craft event, supported by Mizue, this time inviting people into the pre-school. Then we collaborated with the CSA for the first time for Bandoke, which was a lot of fun! Most recently the Big Boom, as part of Oxford Artweeks, was a huge success and a great way to showcase our lovely little pre-school and all it has to offer; as well as the skills of local artists and our children. Stay tuned for a new date for the tree walk and talk and don't forget to visit the Pre-School tea tent at Riverside Festival the last weekend in July. Half Marathon in October was a huge success, raising over £4000.

Charity Number 273783

CHARLBURY PRE-SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2022

CHARLBURY PRE - SCHOOL

PROFIT & LOSS ACCOUNT FOR THE YEAR ENDING 31ST DECEMBER 2022

		2022		2021	
		£	£	£	£
<u>INCOME</u>					
Fees:	See note 1		78095		71543
 <u>EXPENDITURE</u>					
Wages		70461		62890	
Rent		7875		13125	
Employers Pension		1503		1714	
General rates		1034		531	
Repairs and Maintenance		942		2898	
Supplies and Materials	See note 2	1341		1463	
Educational Resources		410		438	
Depreciation		225		240	
Gas & Electricity		4120		2401	
Stationery & Postage		389		463	
Telephone		871		766	
Insurance PPA		869		853	
Building Insurance		1253		1045	
Training costs		869		206	
Milk		111		166	
French Sessions		475		250	
Pre-School Trips		2025		1468	
Cleaning		1152		1656	
Sundry	See note 3	2391		4485	
		98316		97058	
TRADING PROFIT/(LOSS)			-20221		-25515
 <u>SUNDRY INCOME</u>					
Lettings Parties		90		40	
Other		0		0	
Interest Received		2		59	
Miscellaneous Sales		0		0	
Miscellaneous Income		0		0	
Fund Raising Events:-					
General	See note 4	9745		2947	
Donations Received		487		331	
Grants Received	See note 5	700		1180	
		11024		4557	
<u>NET PROFIT/LOSS</u>			-9197		-20958

CHARLBURY PRE-SCHOOL

BALANCE SHEET AS AT 31 DECEMBER 2022

		2022		2021	
<u>Fixed Assets</u>	£	£	£	£	£
Tangible Assets See Note 6			6480		6705
<u>Current Assets</u>					
Stock	0			0	
Debtors	0			0	
Prepayments and Accruals	0			0	
Cash at Bank and in Hand	8798			17881	
		<u>8798</u>		<u>17881</u>	
			8798		17881
<u>Current Liabilities</u>					
Creditors					
PAYE & NI	97			208	
Accruals					
Playscheme Loan	1000			1000	
				<u>1000</u>	
		<u>1097</u>		<u>1208</u>	
Current Assets less Current Liabilities			<u>7701</u>		<u>16673</u>
NET ASSETS			<u>14181</u>		<u>23378</u>

Reserves

General Fund Balance	0		19267
Transfer to Buildings Reserve	1,209		1,691
Transfer to Closure Reserve			
Transfer to New Equipment Reserve	4,419		
Transfer to Training Reserve	1,500		
Transfer to SEN Reserve	1,500		
Transfer to Playground Reserve	569		
Profit/Loss in Year	<u>(9,197)</u>		(20,958)
		0	0
Building Repairs Reserve		600	1809
Closure Reserve		12000	12000
New Equipment Reserve		581	5000
Training Reserve		500	2000
SEN Reserve		500	2000
Playground Reserve		<u>0</u>	<u>569</u>
		<u>14181</u>	<u>23378</u>

CHARLBURY PRE-SCHOOL
YEAR ENDED 31 DECEMBER 2022

NOTES TO THE ACCOUNTS

NOTE 1 - Fees

Early Years Funding	45654	
Non-Funded Sessions	32440	
		<u>78094</u>

NOTE 2 - Supplies & Materials

Session Sundries/Equipment	1002	
Fruit/snack	339	
TOTAL		<u>1341</u>

NOTE 3 - Sundry Expenses

Misc Expenses	157	
DBS Checks	138	
WODC (waste)	203	
Ofsted Registration	50	
Chubb Fire Check	159	
Sleep Mats	72	
Website Hosting etc	58	
Tea Towels	168	
Staff Resources	382	
Father Christmas	20	
Xmas Party Food	50	
Cleaning Materials	40	
St Mary's Xmas Tree	35	
Household Support Vouchers	235	
Leavers / Xmas Gifts	445	
Street Fair 50/50 Donation	179	
TOTAL		<u>2391</u>

NOTE 5 - Grants Received

Charlbury Garden Society	60	
Charlbury Town Council	435	
OCC - Household Support Vouchers	205	
TOTAL		<u>700</u>

NOTE 6 - Tangible Fixed Assets

Fixtures and fittings	15659	
Office Equipment	1767	
		<u>17425.51</u>

Depreciation

at 1st January 2022	10721	
Charge for year	225	
At 31st December 2022		<u>10946</u>

NOTE 4 - Fundraising Events

JustGiving	4710	
Amazon Smile	54	
Easy Fundraising	85	
Riverside	513	
Big Boom	1327	
Halloween Disco	840	
Xmas Craft & Film	390	
E Blok Photos	484	
Street Fair	358	
Bandeoke	537	
Card Sales/Misc	447	
TOTAL		<u>9745</u>

CHARLBURY PRE-SCHOOL

FIXED ASSETS

B/F 01/01/2022	Date of Purchase	COST £	Accumulated Depreciation	Depreciation yrs	Depreciation £	NBV £
Fixtures and Fittings						
Tables/Bookcases		525.30	525.30			0
Water/Sand Tray		199.16	199.16			0
Tables & Chairs		242.17	242.17			0
Vacuum Cleaner		94.00	94.00			0
Fire Extinguisher		90.05	90.05			0
Play House Furniture		565.76	565.76			0
Fire Extinguisher		175.08	175.08			0
Totals B/F		<u>1891.52</u>	<u>1891.52</u>			<u>0</u>
ADDITIONS						
Office Fire Extinguisher	Jul-99	167.44	167.44			0
Filing Cabinet	Sep-99	101.91	101.91			0
Fridge & Freezer	Sep-99	388.97	388.97			0
Chairs	Aug-03	250.28	250.28			0
Vacuum Cleaner	Oct-04	86.97	86.97			0
Shed	Jul-06	200.00	200.00			0
Nursery Chair	Oct-06	45.02	45.02			0
Storage Cabinets	Apr-07	443.56	443.56			0
Wendy House	Nov-07	586.00	586.00			0
Picnic Tables	Mar-08	326.18	326.18			0
Fire Extinguisher	Jun-08	148.76	148.76			0
Settee	Jul-08	151.57	151.57			0
Puzzle Mat	Oct-08	230.30	230.30			0
Freezer	Apr-09	109.99	109.99			0
Laptop	Dec-09	420.90	420.90			0
Compact Easel	Feb-10	259.95	208.49		15.00	51.46
Laptop	Mar-10	510.00	510.00			0
Bench	Apr-10	31.49	31.49			0
Printers x2	Sep-10	79.98	79.98			0
Pavilion	Sep-11	5220.00	811.00		50.00	4409.00
Display Unit	Nov-11	239.94	183.99		15.00	55.95
Shed	Dec-11	199.95	129.99		10.00	69.96
Play Loft	Dec-11	2500.00	675.00		50.00	1825.00
Storage Units	Jun-12	219.28	180.00		20.00	39.28
Cooker	Jan-13	434.95	434.95		34.95	0.00
Storage Unit	Mar-13	103.40	90.00		10.00	13.40
Magnetic Board	Sep-13	195.54	180.00		20.00	15.54
Outside Storage	Dec-13	115.05	115.05			0
TOTALS		<u>15658.90</u>	<u>9179.31</u>		<u>224.95</u>	<u>6479.59</u>
Office Equipment						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
TOTALS		<u>1766.61</u>	<u>1766.61</u>			<u>0</u>
		17425.51	10945.92			

Charlbury Pre-School

Independent examiner's statement:

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a) to keep accounting records, and
 - b) to prepare accounts which accord with the accounting recordshave not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ARANTXA MATHIAS

Amethis

03/10/23

LEVEL 2 BOOKKEEPING (ICB)

CHARLBURY PRESCHOOL

England & Wales - Charity number 273783

Accounts



Trustees Report for 2021

Staff

A huge thank-you to all our staff and volunteers for their genuine care and concern for the children and their families. It has been so nice to gradually get back to normal, but also appreciate that there have been lingering covid-related stressors.

In order to keep up to date with the latest ideas and advice, our staff have participated in many training courses throughout the year including safeguarding, food hygiene, nurturing staff well-being, phonological development and more.

Committee

The current committee members are Emily Dytor, James Goad, Jill Petersen, Emma Cottam and Brek Taylor-Tamblyn. Thank you to the committee for all their hard work and dedication to looking after the pre-school and it's staff this past year.

Enrolment figures

We currently have 27 children on roll. 12 of these children will be moving on to the school in September. There are no confirmed new joiners for September, but there have been several inquiries and more anticipated over the summer.

Building Update

We are responsible for its up-keep and maintenance. Over the year we've refurbished the office space, cloakroom, hallway and lean-to. Plans are in progress to give the playground a facelift, too.

Grants

This year we have been awarded a grant from Charlbury Town Council to purchase a parent nice board, art drying rack and contribution to our participation in Oxford Artweeks.

Expanding Hours

Moving forward, from September we aim to expand our opening hours to 8:45am – 5:00pm Monday – Friday, to meet local need and attract more families.

We are also hoping to introduce an apprenticeship program in the setting.

Finance

Fees – Although this was an increase compared to last year, it includes SEN funding, and parent charges for the LWT sessions - £1068. Uptake of sessions in Sept – Dec was still relatively low.

Wages – Increase due to statutory increases, supporting staff training, increase to management hours, and a significant amount of staff cover was needed throughout the year for shielding and sickness. Staff also undertook various training courses totaling 50 hours outside of their normal working hours. Pre-School supported this training by paying c.£484 for the extra hours worked.

Repairs and Maintenance – included the much-needed revamp of the cloakroom, hallway, lean-to, and office. Along with a new gas box and pointing to the front of the building.

Pre-School Trips – LWT weekly trips. Also includes the inclusive trip to LWT (£420) which was funded with the grant received from CTC last year.

Cleaning – An additional 3 hours across the week was introduced to support with the additional cleaning requirements.

Although the reserves have been designated, they are all unrestricted and can be included in the general fund and drawn down when needed.

The Pre-School has no significant liabilities except for the ongoing lease and building payments.

Charity Number 273783

CHARLBURY PRE-SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2021

CHARLBURY PRE - SCHOOL

PROFIT & LOSS ACCOUNT FOR THE YEAR ENDING 31ST DECEMBER 2021

	2021	£	£	2020	£	£
<u>INCOME</u>						
Fees:	See note 1		71543			67303
 <u>EXPENDITURE</u>						
Wages		62890		52766		
Rent		13125		7875		
Employers Pension		1714		1441		
General rates		531		489		
Repairs and Maintenance		2898		39		
Supplies and Materials	See note 2	1463		1005		
Educational Resources		438		256		
Depreciation		240		295		
Gas & Electricity		2401		1718		
Stationery & Postage		463		386		
Telephone		766		638		
Insurance PPA		853		853		
Building Insurance		1045		1322		
Training costs		206		523		
Milk		166		99		
Dance Sessions		0		200		
French Sessions		250		150		
Pre-School Trips		1468		0		
Cleaning		1656		432		
Sundry	See note 3	4485		1930		
		97058		72417		
TRADING PROFIT/(LOSS)			-25515			-5114
 <u>SUNDRY INCOME</u>						
Lettings Parties		40		0		
Other		0		0		
Interest Received		59		148		
Miscellaneous Sales		0		0		
Miscellaneous Income		0		0		
Fund Raising Events:-						
General	See note 4	2947		1659		
Donations Received		331		512		
Grants Received	See note 5	1180		3600		
		4557		5919		
<u>NET PROFIT/LOSS</u>			-20958			805

CHARLBURY PRE-SCHOOL

BALANCE SHEET AS AT 31 DECEMBER 2021

		2021		2020	
	£	£	£	£	£
Fixed Assets					
Tangible Assets See Note 6			6705		6945
Current Assets					
Stock	0			0	
Debtors	0			0	
Prepayments and Accruals	0			9353	
Cash at Bank and in Hand	17881			30191	
		17881			39544
Current Liabilities					
Creditors					
PAYE & NI	208			1153	
Accruals					
Playscheme Loan	1000			1000	
		1208			2153
Current Assets less Current Liabilities			16673		37391
NET ASSETS			23378		44336

Reserves

General Fund Balance		19267		18462	
Transfers to Buildings Reserve		1,691			
Transfer to Closure Reserve					
Transfer to New Equipment Reserve					
Transfer to Training Reserve					
Transfer to SEN Reserve					
Transfer to Playground Reserve					
Profit/Loss in Year		(20,958)		805	
			0		19267
Building Repairs Reserve			1809		3500
Closure Reserve			12000		12000
New Equipment Reserve			5000		5000
Training Reserve			2000		2000
SEN Reserve			2000		2000
Playground Reserve			569		569
			23378		44336

CHARLBURY PRE-SCHOOL
YEAR ENDED 31 DECEMBER 2021

NOTES TO THE ACCOUNTS

NOTE 1 - Fees

Early Years Funding	58922	
Non-Funded Sessions	12621	
		<u>71543</u>

NOTE 2 - Supplies & Materials

Session Sundries/Equipment	730	
Fruit/snack	596	
Art Material	137	
TOTAL		<u>1463</u>

NOTE 3 - Sundry Expenses

Misc Expenses	168	
DBS Checks	43	
WODC (waste)	407	
Ofsted Registration	50	
Chubb Fire Check	138	
PAT Test/Full Electrical Test	500	
Website Hosting etc	73	
Tracking Tool	60	
Supply Staff	209	
Staff Resources	41	
PPE	30	
Window Cleaner	75	
Cleaning Materials	109	
Staff Uniform	488	
Garden Waste	35	
Storage Cupboards	1167	
Hoover	153	
Household Support Vouchers	300	
Book - Grant Making Directory	125	
Leavers / Xmas Gifts	314	
TOTAL		<u>4485</u>

NOTE 4 - Fundraising Events

JustGiving	476	
Amazon Smile	80	
Easy Fundraising	16	
Sushi Oke	845	
Open Air Screening	231	
Halloween Disco	616	
Snowman Event	296	
E Blok Photos	375	
Dash Xmas Cards	12	
TOTAL		<u>2947</u>

NOTE 5 - Grants Received

Exhibition Foundation	250	
Charlbury Town Council	550	
OCC - PPE	50	
OCC - Household Support Vouchers	330	
TOTAL		<u>1180</u>

NOTE 6 - Tangible Fixed Assets

Fixtures and fittings	15659	
Office Equipment	1767	
		<u>17426</u>

Depreciation

at 1st January 2021	10481	
Charge for year	240	
At 31st December 2021		<u>10721</u>

CHARLBURY PRE-SCHOOL

FIXED ASSETS

B/F 01/01/2021	Date of Purchase	COST £	Accumulated Depreciation	Depreciation yrs	Depreciation £	NBV £
Fixtures and Fittings						
Tables/Bookcases		525.30	525.30			0
Water/Sand Tray		199.16	199.16			0
Tables & Chairs		242.17	242.17			0
Vacuum Cleaner		94.00	94.00			0
Fire Extinguisher		90.05	90.05			0
Play House Furniture		565.76	565.76			0
Fire Extinguisher		175.08	175.08			0
Totals B/F		1891.52	1891.52			0
ADDITIONS						
Office Fire Extinguisher	Jul-99	167.44	167.44			0
Filing Cabinet	Sep-99	101.91	101.91			0
Fridge & Freezer	Sep-99	388.97	388.97			0
Chairs	Aug-03	250.28	250.28			0
Vacuum Cleaner	Oct-04	86.97	86.97			0
Shed	Jul-06	200.00	200.00			0
Nursery Chair	Oct-06	45.02	45.02			0
Storage Cabinets	Apr-07	443.56	443.56			0
Wendy House	Nov-07	586.00	586.00			0
Picnic Tables	Mar-08	326.18	326.18			0
Fire Extinguisher	Jun-08	148.76	148.76			0
Settee	Jul-08	151.57	151.57			0
Puzzle Mat	Oct-08	230.30	230.30			0
Freezer	Apr-09	109.99	109.99			0
Laptop	Dec-09	420.90	420.90			0
Compact Easel	Feb-10	259.95	193.49		15.00	66.46
Laptop	Mar-10	510.00	510.00			0
Bench	Apr-10	31.49	31.49			0
Printers x2	Sep-10	79.98	79.98			0
Pavilion	Sep-11	5220.00	761.00		50.00	4459.00
Display Unit	Nov-11	239.94	168.99		15.00	70.95
Shed	Dec-11	199.95	119.99		10.00	79.96
Play Loft	Dec-11	2500.00	625.00		50.00	1875.00
Storage Units	Jun-12	219.28	160.00		20.00	59.28
Cooker	Jan-13	434.95	400.00		50.00	34.95
Storage Unit	Mar-13	103.40	80.00		10.00	23.40
Magnetic Board	Sep-13	195.54	160.00		20.00	35.54
Outside Storage	Dec-13	115.05	115.05			0
TOTALS		15658.90	8954.36		240.00	6704.54
Office Equipment						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
TOTALS		1766.61	1766.61			0
		17425.51	10720.97			

Charlbury Pre-School

Independent examiner's statement:

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a) to keep accounting records, and
 - b) to prepare accounts which accord with the accounting recordshave not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ARANTXA MATHIAS (LEVEL 2 BOOKKEEPING)

09/10/22

Arantxa

CHARLBURY PRESCHOOL

England & Wales - Charity number 273783

Accounts



Trustees Report for 2020

Welcome everyone and thank you so much for taking the time out to attend our AGM. I'm Laura Barwood and this is my fifth year on the pre-school committee. I signed up shortly after my oldest son Thomas joined pre-school in 2016. After a year on the committee, I was elected as Chair.

Staff

Over the past academic year, we have welcomed a new member of staff to our team. She started initially supporting us in a supply teaching role, before becoming a permanent member of staff.

A huge recognition of thanks must be made to our staff this year, who have continued to strive to provide the absolute best childcare for our children, despite spending the entire year and more, living in a global pandemic. Enormous thanks to our manager who has led the team brilliantly through what has been an extremely difficult period.

We welcomed back one of our volunteers a few months ago and her support has helped the staff and children enormously. We are hoping to welcome more volunteers back in September.

We think of our staff as our most valuable asset and their professional development is key to us keeping up to date with the latest advice and ideas. We link staff training with our Self Evaluation Form to ensure we are always striving to improve further. This year, all our staff have completed training on the new EYFS curriculum including courses such as 'Playful Pre-Schoolers' and 'Terrific Twos'. Additionally, individual staff members have attended Lead and Generalist Safeguarding courses, Early Help Assessment, Prevent Duty, SENCO, Oral Health, Self-Regulation and Neglect and Abuse Awareness. All staff also completed 'Allergy wise' training and will also be trained by our committee member Jill Petersen on the Wellcomm speech and language assessment tool in September.

Committee

You may already know that as the pre-school is a charity, we are required to have a board of trustees. Becoming a committee member means you are also a trustee to the charity. The current committee members are myself, Jill Petersen, Jeni Burnell, Alex Tainsh, Mary Totman, Emily Dytor and Jim Goad who has recently joined us. I want to take this opportunity to say a massive thank you to all the committee for their constant support and hard work. Everyone leads busy lives, but you all found time to devote to Pre-School. Every year provides different and varied things to focus on. The past 16 months has certainly been different!

Enrolment figures

WE currently have 30 children on roll. 17 of these children will be moving on to the school at the end of this academic year. If Enstone Pre-School re-opens, we may have 2 more who move back there. As it stands, 11 remain for September as well as 6 confirmed new joiners and still some outstanding enquiries. We are waiting to see if Little Monkeys adjust their rule of only attending one setting as this may also mean some children come back to us on a part-time basis. We had 18 children with us last September initially, so we are in a similar position this year.

Building Update

Our building is owned by the Charlbury Exhibition Foundation, who are also a charity. They come and inspect the building regularly and we as the tenants are responsible for its upkeep. The maintenance of an old building can be quite time consuming, and we are always looking for able parents to support us with this. Thank you to all the parents who have given up their time freely this year to assist with this.

Extra curricular

Since March 2020, our extra-curricular activities have been paused to maximise everyone's safety. Happily, this half term our oldest Pre-School children started attending Little Wild Things again and this will continue in September for all our children remaining.

Grants

Last year, we received a grant from the Town Council to take the children on a school trip and this year for some outdoor storage units to replace the grey filing cabinets under the lean-to area. We are waiting to hear back from the Blenheim Bursary Fund. This application was for the outdoor resources linked to gardening.

Donations

A Special thanks to other parents who have given up their time and money to support Pre-School this year. Funding from the government and fees alone do not cover the cost of running the setting so any extra help is gratefully received.

Friends of Pre-School

Each year when the children leave us, we ask if we can stay connected by sending you the occasional email from the committee. We are not allowed to hold on to your details so they will all be deleted from our system but if you ask us to remain a friend, we can keep your email in a separate file until you tell us differently.

Fundraising

Fundraising has been incredibly difficult over the past year and we've really had to think outside the box. We had successful virtual Sushi-oke event, online Mumble Jumble Sale, a Just Giving Page and Amazon Smile.

Finance

Although Pre-School made a trading loss of £5114, with fundraising, donations, and grants there was an overall profit of £805.

Contributing factors to this was the reduction in Council Rates and the deferral of 3 months' rent, to be repaid in 2 equal amounts across 6 months in 2021. Our landlords were very supporting with this.

Fees – the decrease in turnover was due to a combination of lower intake of children and the closure of the setting for just over 3 months due to the national lockdown. However, for the duration of the lockdown we were still able to claim for funded hours from the Government, which significantly kept the decrease to a minimum.

Wages – were slightly lower due to operating from September with only 2 staff on Fridays due to low numbers of children attending.

Throughout the lockdown period, all staff were paid in full.

Although we were not entitled to claim full furlough for all the staff whilst receiving the Government funding, we were able to claim a percentage - £3070.

Staff also undertook various training courses (Going beyond Gold, Safeguarding, Prevent, 1st Aid, Yoga) totaling 79 hours outside of their normal working hours. Pre-School supported this training by paying c.£718 for the extra hours worked.

Although the reserves have been designated, they are all unrestricted and can be included in the general fund and drawn down when there is significant shortfall in income due to low session use.

The Pre-School has no significant liabilities except for the ongoing lease and building payments.

Charity Number 273783

CHARLBURY PRE-SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2020

CHARLBURY PRE - SCHOOL

PROFIT & LOSS ACCOUNT FOR THE YEAR ENDING 31ST DECEMBER 2020

	2020		2019	
	£	£	£	£
<u>INCOME</u>				
Fees:		67303		72685
 <u>EXPENDITURE</u>				
Wages	52766		53156	
Rent	7875		10500	
Employers Pension	1441		1797	
General rates	489		1248	
Repairs and Maintenance	39		558	
Supplies and Materials	1005	See note 1	1567	
Educational Resources	256		3865	
Depreciation	295		250	
Gas & Electricity	1718		2847	
Stationery & Postage	386		951	
Telephone	638		653	
Insurance PPA	853		843	
Building Insurance	1322		1297	
Training costs	523		525	
Milk	99		173	
Dance Sessions	200		785	
French Sessions	150		850	
Pre-School Trips	0		150	
Cleaning	432		685	
Sundry	1930	See note 2	2432	
		<hr/>	<hr/>	
		72417	85132	
TRADING PROFIT/(LOSS)		-5114		-12447
 <u>SUNDRY INCOME</u>				
Lettings Parties	0		0	
Other	0		0	
Interest Received	148		134	
Miscellaneous Sales	0		0	
Miscellaneous Income	0		0	
Fund Raising Events:-				
General	1659	See note 3	5331	
Donations Received	512		167	
Grants Received	3600	See note 4	4338	
		<hr/>	<hr/>	
		5919	9970	
<u>NET PROFIT/LOSS</u>		<hr/> 805	<hr/> -2477	

CHARLBURY PRE-SCHOOL

BALANCE SHEET AS AT 31 DECEMBER 2020

		2020		2019	
<u>Fixed Assets</u>	£	£	£	£	£
Tangible Assets See Note 5			6945		7240
<u>Current Assets</u>					
Stock	0			0	
Debtors	0			0	
Prepayments and Accruals	9353			10819	
Cash at Bank and in Hand	30191			27281	
		39544		38100	
<u>Current Liabilities</u>					
Creditors					
PAYE & NI	1153			809	
Accruals					
Playscheme Loan	1000			1000	
		2153		1809	
Current Assets less Current Liabilities			37391		36291
NET ASSETS			44336		43531

Reserves

General Fund Balance		18462		20939	
Transfers to Buildings Reserve					
Transfer to Closure Reserve					
Transfer to New Equipment Reserve					
Transfer to Training Reserve					
Transfer to SEN Reserve					
Transfer to Playground Reserve					
Profit/Loss in Year		805		(2,477)	
			19267		18462
Building Repairs Reserve			3500		3500
Closure Reserve			12000		12000
New Equipment Reserve			5000		5000
Training Reserve			2000		2000
SEN Reserve			2000		2000
Playground Reserve			569		569
			44336		43531

CHARLBURY PRE-SCHOOL
YEAR ENDED 31 DECEMBER 2020

NOTES TO THE ACCOUNTS

NOTE 1 - Supplies & Materials

Session Sundries/Equipment	463
Fruit/snack	473
Art Material	69
TOTAL	<u>1005</u>

NOTE 4 - Grants Received

HMRC JRS Grant (furlough)	3070
Charlbury Town Council	420
OCC - PPE	50
Charlbury Horticultural Society	60
TOTAL	<u>3600</u>

NOTE 2 - Sundry Expenses

Misc Expenses	73
DBS Checks	170
WODC (waste)	203
Ofsted Registration	50
Chubb Fire Check	90
PAT Test	50
Website Hosting etc	58
Tracking Tool	60
Supply Staff	58
Staff Resources	61
PPE	94
Window Cleaner	180
Cleaning Materials	198
LWT (last year)	438
Leavers / Xmas Gifts	147
TOTAL	<u>1930</u>

NOTE 5 - Tangible Fixed Assets

Fixtures and fittings	15659
Office Equipment	<u>1767</u>
	17426
Depreciation	
at 1st January 2020	10186
Charge for year	295
At 31st December 2020	<u>10481</u>
Net Book Value	
at 31st December 2020	<u>6945</u>

NOTE 3 - Fund Raising Events

Bandeoke Returns	445
Dash Xmas Cards	27
Easy Fundraising	19
Xmas Challenge	1168
TOTAL	<u>1659</u>

CHARLBURY PRE-SCHOOL

FIXED ASSETS

B/F 01/01/2020	Date of Purchase	COST £	Accumulated Depreciation	Depreciation yrs	Depreciation £	NBV £
Fixtures and Fittings						
Tables/Bookcases		525.30	525.30			0
Water/Sand Tray		199.16	199.16			0
Tables & Chairs		242.17	242.17			0
Vacuum Cleaner		94.00	94.00			0
Fire Extinguisher		90.05	90.05			0
Play House Furniture		565.76	565.76			0
Fire Extinguisher		175.08	175.08			0
Totals B/F		<u>1891.52</u>	<u>1891.52</u>			<u>0</u>
ADDITIONS						
Office Fire Extinguisher	Jul-99	167.44	167.44			0
Filing Cabinet	Sep-99	101.91	101.91			0
Fridge & Freezer	Sep-99	388.97	388.97			0
Chairs	Aug-03	250.28	250.28			0
Vacuum Cleaner	Oct-04	86.97	86.97			0
Shed	Jul-06	200.00	200.00			0
Nursery Chair	Oct-06	45.02	45.02			0
Storage Cabinets	Apr-07	443.56	443.56			0
Wendy House	Nov-07	586.00	586.00			0
Picnic Tables	Mar-08	326.18	326.18			0
Fire Extinguisher	Jun-08	148.76	148.76			0
Settee	Jul-08	151.57	151.57			0
Puzzle Mat	Oct-08	230.30	230.30			0
Freezer	Apr-09	109.99	109.99			0
Laptop	Dec-09	420.90	420.90			0
Compact Easel	Feb-10	259.95	178.49		15.00	81.46
Laptop	Mar-10	510.00	510.00			0
Bench	Apr-10	31.49	31.49			0
Printers x2	Sep-10	79.98	79.98			0
Pavilion	Sep-11	5220.00	711.00		50.00	4509.00
Display Unit	Nov-11	239.94	153.99		15.00	85.95
Shed	Dec-11	199.95	109.99		10.00	89.96
Play Loft	Dec-11	2500.00	575.00		50.00	1925.00
Storage Units	Jun-12	219.28	140.00		20.00	79.28
Cooker	Jan-13	434.95	350.00		50.00	84.95
Storage Unit	Mar-13	103.40	70.00		10.00	33.40
Magnetic Board	Sep-13	195.54	140.00		20.00	55.54
Outside Storage	Dec-13	115.05	115.05		55.05	0.00
TOTALS		<u>15658.90</u>	<u>8714.36</u>		<u>295.05</u>	<u>6944.54</u>
Office Equipment						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
TOTALS		<u>1766.61</u>	<u>1766.61</u>			<u>0</u>
		17425.51	10480.97			

Charlbury Pre-School

Independent examiner's statement:

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a) to keep accounting records, and
 - b) to prepare accounts which accord with the accounting recordshave not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.