



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	
		<hr/>		<hr/>	
			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	
		<hr/>		<hr/>	
			4557		5919
<u>NET PROFIT/LOSS</u>			<hr/> -20958 <hr/>		<hr/> 805 <hr/>

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	<u>1767</u>	
		17426
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