



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 Bandeoke, 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	
		<hr/>		<hr/>	
		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	
		<hr/>		<hr/>	
		11024		4557	
<u>NET PROFIT/LOSS</u>			-9197		-20958
		<hr/>		<hr/>	

CHARLBURY PRE-SCHOOL

BALANCE SHEET AS AT 31 DECEMBER 2022

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

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	(9,197)		(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	0		569	
	14181		23378	

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		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	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		15658.90	9179.31		224.95	6479.59
Office Equipment						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
TOTALS		1766.61	1766.61			0
		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 records

have 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

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03/10/23

LEVEL 2 BOOKKEEPING (ICB)