



Charlbury Pre-School
Trustees Financial Report
31 December 2024

Charlbury Pre-School

Charlbury Pre-School is a charity run by a voluntary committee of parents, who also serve as the charity's trustees, working closely with our dedicated staff. This collaborative structure sets us apart from many other settings. As a parent of one (or more) of our pre-schoolers, you automatically become a member of Charlbury Pre-School, giving you a direct role in supporting and shaping our community. This means that you have a say in how the setting is run.

Registered Charity Name Charlbury Pre-School

Registered Charity Number 273783

Address Old Grammar School, Park Street, Charlbury, Chipping Norton,
OX7 3PS

Trustees of the charity

The committee members who have served during the period were as follows:

Olivia Zetterstrom-Sharp(Chair)

Jennifer Celesia (Treasurer)

Melinda Botos (Secretary)

Molly Watson

Lucy Keating

Staff and Volunteers

Dawn Baker has been our manager since 2022, supported by Kerri Slater as deputy manager. Our wonderful team also includes Amy Silman (SENCO), Mizue Tams, Daisy Kingston, and Sue Shayler, all continuing in their roles, with Ann Hoyle overseeing staff payroll. Magdalena Adams, who previously served as treasurer, has taken on a paid role of financial controller on a one-year contract. She has expanded her responsibilities to manage the accounts on a weekly basis and is working closely with the manager in preparation for a full financial handover in 2025.

We are also immensely grateful to our volunteers, who make a real difference. Special thanks go to Jean Gilmour for her support with our weekly Forest School trips, Matt Brock for his essential IT support and help with our new website, and to all others who contribute their time and skills to enrich our pre-school community.

Apprenticeship

We are pleased to report that Mizue Tams successfully completed her apprenticeship in December 2024 and is now a Level 3 qualified practitioner. We are extremely proud of her achievement and the dedication she has shown throughout her training.

Enrolment Figures

At the end of the last summer term, there were 28 children on roll, 10 fewer than at the same point last year. In July, 10 children left the setting: 9 transitioned to school, and 1 departed due to a change in location.

Building Update

Old Grammar School, a historic structure, is owned by the Charlbury Exhibition Foundation (CEF), a charity dedicated to preserving the building's legacy. While CEF conducts regular

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	7,013.09

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	564.38

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
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
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
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			



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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.