



Trustees' Annual Report for the period

From 1st September 2020 Period start date To 31st August 2021 Period end date

Charity name: Oldfield Pre-School

Charity registration number: 1018094

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our aim is to provide a safe and stimulating, healthy, happy and caring environment, in which a child can play whilst developing socially, emotionally, physically and mentally.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Pre-School ran sessions for children ages 2.5 - 4 years, with a maximum of 20 children per session. Morning and afternoon sessions were 3 hours duration each and whole day sessions of 7 hours were also available. Sessions over lunch lasting 0.75 hours were also available for children who attended in a morning or afternoon. There were 34 different children who attended one or more sessions per week during the year. We also sent out home learning information and resources to children who were isolating or unable to attend Pre-School during the year.</p> <p>We continued to have a waiting list of children wanting to attend the Pre-School. To ensure that as many local children as possible can attend the maximum number of sessions a child can have was capped at 5 half days or 3 full days.</p> <p>Our mobile classroom had come to the end of its natural life and was replaced over July and August 2021 with a larger more modern building. This will enable us to meet the needs of more children in the community and stop us having to cap the number of sessions children can attend.</p> <p>Unfortunately, due to the restrictions of Covid, we were unable to visit the local library or other local community premises as we would normally have done, and the majority of our fundraising activities were online. We supported the local Vicars Cross Fun Day by running the raffle which raised funds the Pre-School.</p> <p>We enabled one student to access a university degree by providing their placement.</p> <p>As the Pre-School is located on the site of Oldfield</p>

		Primary School, it enables children to have a smooth and comfortable transition to a school environment. Transition meetings were done for all schools that the children moved on to, although visits were not possible due to the Covid-19 Pandemic.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with the Public Benefit requirement in section 17 of the Charities Act 2011 to have due regard to guidance published by the Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not give grants.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We are grateful for the support of volunteers, many parents and relatives assist around raising funds for the Pre-School.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Pre-School has given the children lots of opportunities to explore their world and local environment through play based activities. We have endeavored to build children's self-confidence, self-esteem and self-reliance; and given them an understanding of how to keep safe and live a healthy life. Children have had opportunities to learn about multi-cultural celebrations, and have raised money to donate to children's charities.</p> <p>During July and August, the Pre-School building was replaced. The original mobile classroom had reached the end of its natural life, and was too small for the needs of the local community. The replacement building was installed on time and due to donations from the local community of furniture, storage and equipment for the project will come in under budget. This will enable the refurbishment of the outdoor areas, where temporary decking was installed as a result of the removal of ramps as part of the replacement building project.</p> <p>Most children now attend for full days, for those that only attend for half days, lunchtime sessions continue to be popular. Having children attending over lunch time is recognised by</p>

		<p>Oldfield Primary School as assisting children in their transition to Primary school. By increasing the children’s independence at lunchtimes and getting them used to eating with other children, the Pre-School children have found lunch times to be less daunting when they move up to Reception class, which has helped them to settle into the school day.</p> <p>The continued placement of a paid administrator enables us to offer adhoc sessions to children where spaces were empty having been reserved for children starting later in the year, or due to children dropping sessions. This was a benefit to local parents through increased flexibility and in generating additional income for the Pre-School.</p> <p>The major thrust of fundraising has been for the replacement building project and for replacing the playground. With limited fundraising activities able to be undertaken due to Coronavirus restrictions, most of the fundraising has been online. As well as selling Pre-School bags and uniform, the following fundraising events were undertaken, and the following amounts were raised:</p> <ul style="list-style-type: none"> • Children designed Christmas Cards, tea towels etc £272 • Christmas Eve Parcels £135 • Online Christmas Raffle £477 • Online Spring Raffle £342 • Raffle at the Vicars Cross Fun Day £628 • Sponsored Winter Hunt £72 <p>We received grants from Dr Robert Oldfield Charity £2,750 and Grosvenor 76 Round Table £750 for the replacement building.</p> <p>We also had residents of Vicars Cross raising monies for us through an Easter display and requesting donations to the Pre-School for their pre-loved toys etc.</p> <p>Unfortunately, the usual Open Day and Sponsored activity were unable to take place due to the Covid pandemic restrictions.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>On a receipts and payments basis, Oldfield Pre-School showed net receipts of unrestricted monies of £22,765, but due to the purchase of the new building overall net payments of £10,828.</p> <p>The receipts of unrestricted funds included £12,221 additional Early Years Grant funding provided by the government in September 2021 to assist Early Years Providers cope with the impact of Covid going forwards.</p> <p>However, there is further expenditure of £48,347 incurred in replacing and furnishing the replacement building (including the final payment for the installation of the building) which will be being paid in 2021-22.</p> <p>Grant monies received and traceable donations made specifically for the replacement building are classified as restricted funds, and the Trustees have designated part of the unrestricted funds to cover the balance of expenditure on the replacement building.</p> <p>Whilst the replacement building came in under budget, the removal of no longer required ramps has led to decking being installed until the refurbishment of the playground can take place. The remainder of the budget will be used to refurbish the outdoor areas.</p> <p>From September 2020, we started tracking additional costs directly attributed to Covid (£4,151). This was predominantly additional cleaning and hand sanitiser, but also included self-isolation pay and requiring additional staff to assist as children arrived in the morning.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The level of reserves is set as a worst case scenario at the value required to close down the Pre-School without any trustees incurring liability for the close down costs. The level of reserves required is calculated based on the sum estimated to cover the following.</p> <ul style="list-style-type: none"> • Statutory redundancy costs for all staff • Annual Independent Examination fees • One month's operational running cost to allow for clearing already incurred costs – e.g. utilities / unpaid suppliers, 4 weeks staff notice. <p>After the reserves requirement is met, all excess of income over expenditure monies are put to the contingency fund (1 month's expenditure) and the other designated funds to cover future projects and expenditure</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>Due to increases in salary costs and therefore monthly operating costs, the reserves are £ 51,505. The contingency fund is remaining at £10,000</p> <p>With the ongoing issues created by Covid, the remaining</p>

		<p>balance of the monies £18,071 received as direct Covid support has been allocated to a Covid Support costs fund, to cover costs directly related to Covid – e.g. cover staffing when a member of staff has to self isolate, refunding parental fees if the Pre-School has to close.</p> <p>The remaining monies £28,966 have been applied to the premises fund, initially to be used to complete the refurbishment and fund improvements of the outdoor area over the next few years.</p>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	No funds are materially in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The principle sources of funds are the Early Years Foundation Stage (EYFS) funding grants for 3 and 4 year olds, fees from parents who are not eligible or are claiming their EYFS grants elsewhere and fundraising.</p> <p>We are very grateful to all those who supported us with our fundraising. Whilst most of the fundraising has been for the replacement building project, some has been used to enhance the experience of the children and continue to maintain the building.</p> <p>We are grateful to those who have supported us throughout the year in a variety of different ways. We would like particularly to acknowledge the significant support from Oldfield Primary School, the United Reformed Church, local shops, the Centurion pub, and all our volunteers. But we also must not forget all the parents, grandparents and carers of the children who are continually asked to contribute either by donating gifts or giving up their time.</p> <p>Our key aim with all our expenditure is to ensure that all children can participate in our activities and have the best possible outcomes from their time with us.</p> <p>No trustees received any remuneration during the year.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	The principal risks facing Oldfield Pre-School are <ul style="list-style-type: none"> • a full or partial closure due to Covid-19, • a significant reduction in children who wish to attend, • the continued freeze / minimal increases on the amount of Early Years Foundation Stage Funding from the government, whilst statutory minimum wage levels increase significantly. • changes in the funding formula by CWAC for the Early Years Foundation Stage Funding leading to a reduction in the amount received per hour.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Early Years Alliance (formerly Pre-School Learning Alliance) Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Trust deed – updated 10 th June 2010
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by the membership (parents of the Pre-School children)

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Pre-School is run by the members of the committee (trustees) in conjunction with the manager of the Pre-School. All trustees are provided with a copy of the Statutory Framework for Early Years Foundation Stage in order to understand the legal requirements and standards that the Pre-School need to achieve.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Oldfield Pre-School is run by the trustees who are usually parents of current or past Pre-School children, and by the manager and deputy manager.
Relationship with any related parties	Para 1.51	The Pre-School is linked into the Early Years Alliance and has close links with the Early Years Section of Cheshire West and Chester Council.
Other		There are systems and procedures in place to minimise risk in all aspects of the Pre-School's day-to-day running, and to ensure the safety of all concerned. Pre-School risk assessments are carried out on a daily basis, with follow up actions being reviewed on a monthly basis or sooner if deemed necessary, e.g. Any safeguarding issues are followed up in line with the statutory requirements. A

		yearly risk assessment of all aspects of the Pre-School is undertaken on an annual basis.
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Reference and Administrative details

Charity name	Oldfield Pre-School
Other name the charity uses	N/A
Registered charity number	1018094
Charity's principal address	Oldfield Pre-School, Oldfield Primary School, Green Lane, Vicars Cross, Chester, CH3 5LB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Kate Williams	Chair	Until 22/09/2020	
2.	Jenny Davies	Treasurer (until 15/6/2021)		
3.	Claire Brewer	Secretary		
4.	Clare Clark	Trustee	Until 22/09/2020	
5.	Nikki Platt	Trustee	Until 22/09/2020	
6.	Mark Gould	Trustee	Until 22/09/2020	
7.	Serina Jenkin-Davis	Trustee	Until 22/09/2020	
8.	Alex Bullen	Chair (from 22/09/2020)		
9.	April Caldecott	Trustee	From 22/09/2020 - 15/06/2021	
10.	Nicola Lasikiewicz	Trustee	From 22/09/2020	
11.	Chris Peters	Trustee	From 22/09/2020 - 15/06/2021	
12.	Anna Hughes	Trustee	From 22/09/2020	
13.	Kate Thompson	Trustee	From 22/09/2020	
14.	David Thompson	Treasurer	From 15/06/2021	
15.	Mark Fairhurst	Trustee	From 15/06/2021	

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Examiner	Ian Walton BA, FCA	17 Lancaster Drive, Vicars Cross, Chester, Cheshire,

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

Jeanette Joliffe, Manager since 1st September 2011



Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alex Bullen	David Thomson
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 10 May 2022



Receipts and payments accounts

CC16a

For the period
from

01/09/2020



To

31/08/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Grants inc Gift Aid	267	3,900		4,167	36,531
Fundraising	2,409			2,409	2,661
Bank Interest	172			172	748
Early Years Foundation Stage Grant	89,331			89,331	84,923
Parental Fees	21,179			21,179	8,921
1-1 support	1,512			1,512	3,192
Other Income (Covid Small Business Grant)				-	10,000
				-	-
Sub total (Gross income for AR)	114,870	3,900	-	118,770	146,976
A2 Asset and investment sales, (see table).					
				-	-
				-	-
Sub total	-	-	-	-	-
Total receipts	114,870	3,900	-	118,770	146,976
A3 Payments					
Accountants	678		-	678	-
Bank charges	84			84	60
Consumables and Cleaning	7,764			7,764	3,415
Cost of Fundraising events	432			432	315
Travel & Subsistence Expenses & DBS	203			203	198
Extra Curricular Pre-school Activities	107			107	-
Insurance	1,070			1,070	938
IT	760			760	799
Memberships	233			233	156
Miscellaneous	123			123	471
Payroll Costs	507			507	553
Phone & Postage	374			374	413
Rent and Rates	1,800			1,800	1,800
Repairs and Maintenance	1,288		-	1,288	532
Toys, furniture and Equipment	677		-	677	415
Training	502		-	502	395
Utilities	1,287		-	1,287	971
Wages Salaries & National Insurance & Pension	74,217		-	74,217	68,060
New Building Project		2,338	-	2,338	-
Sub total	92,105	2,338	-	94,443	79,491
A4 Asset and investment purchases, (see table)					
New Building Second Instalment		35,154	-	35,154	64,439
		-	-	-	-
Sub total	-	35,154	-	35,154	64,439
Total payments	92,105	37,492	-	129,597	143,930
Net of receipts/(payments)	22,765	- 33,592	-	- 10,828	3,046
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	132,213	38,722	-	170,935	167,889
Cash funds this year end	154,978	5,130	-	160,107	170,935

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Caf Bank	69,767	5,130	-
	Virgin Bank	85,000		
	Unpresented Cheques			-
	Cash	211		-
	Total cash funds		154,978	5,130
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Pre-School Building	Unrestricted	-	-
	Furniture, Fixtures and Fittings	Unrestricted	-	-
	Computers and other equipment	Unrestricted	-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Access & Inclusion Grant	restricted	4	
	Net Items incurred prior to year end but paid in September	unrestricted	184	
	Fees overpayment in July 2021 carried forward to 2021-22		210	
	Annualised hours expected overtime incurred April to August	unrestricted	2,417	
	Final payment to FCH for building	restricted/unrestricted	43,337	
	Other building related expenditure	unrestricted	5,010	
	Independent Examiner fee 2020-2021	unrestricted	400	
			51,561	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		 <small>Alex Bullen (May 12, 2022 16:59 GMT+1)</small>	Alex Bullen	10 May 2022
		 <small>David Thomson (May 12, 2022 14:15 GMT+1)</small>	David Thomson	10 May 2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Oldfield Pre-School

**On accounts for the year
ended**

31 August 2021

**Charity no
(if any)**

1018094

Which consist of

the Receipts and Payments Accounts and Statement of Assets & Liabilities
(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ("the Charities Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention:
(a) which gives me reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with those records;

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

10 May 2022

Name:

Ian Walton BA FCA

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

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

17 Lancaster Drive, Vicar's Cross, Chester, CH3 5JW