



Trustees' Annual Report for the period

From: 1st September 2021 (Period start date) to: 31st August 2022 (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 24 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 41 different children who attended one or more sessions per week during the year.</p> <p>With the new building, which opened in September 2021, for the first time in over 10 years we did not have a waiting list, nor did we have to cap the maximum number of sessions available.</p> <p>With the reduction and ending of Covid restrictions, we started to be able to visit the local library and take children to the local park again. We again supported the local Vicars Cross Fun Day by running the raffle which raised funds for the Pre-School.</p> <p>We provided a placement for a student studying an NVQ 3 in Health and Social care.</p> <p>As the Pre-School is located on the site of Oldfield Primary School, it enables children to have a smooth and comfortable transition to a school environment. We offered transition meetings for all schools that the children moved on to.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the	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.

Charity Commission on public benefit		
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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 endeavoured 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.</p> <p>The new building was up and running for the beginning of term on time and slightly under budget. This enabled us to also improve our outside area, with the removal of the temporary decking put in when the building was installed and the replacement of the playground surface in February half term.</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 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 ad hoc 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>We held a well-attended Open morning to enable prospective parents to see inside our setting.</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: £152.75 • Raffle at the Vicars Cross Fun Day: £546 • Bingo Night: £600 • Promoting 'AmazonSmile' and 'Easy Fundraising' as ways parents can fundraise while online shopping: £120.88 • We received a grant from The Entertainer for £1000 which was put towards the outside area.
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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

Review of the charity's financial position at the end of the period	Para 1.21	<p>On a receipts and payments basis, Oldfield Pre-School had net receipts of £6,387 on normal operational activities but due to the final payment for the replacement building had overall net payments on unrestricted monies of £31,825.</p> <p>All grant monies received, and traceable donations made specifically for the replacement building held in the restricted fund have now been spent. The balance of the buildings and reserves funds are unrestricted but designated to these funds by Oldfield Pre-School.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<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 <ul style="list-style-type: none"> • 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>
Amount of reserves held	Para 1.22	<p>Due to increases in salary costs and therefore monthly operating costs, the reserves are £54,501. The contingency fund is remaining at £10,000. The balance of the monies held are split into the following funds.</p> <p>With Covid becoming endemic and the removal of Covid isolation restrictions, we have renamed the Covid support costs as the staffing fund and increased this to £20,000.</p> <p>For more than the last 10 years, the initial budget for any financial year has shown net payments, but the year-end figure has always been for net receipts on normal operational activity as more families request sessions throughout the year. Recruiting temporary staff to cover the annual summer peak in children's numbers is extremely difficult. This fund ensures we can add a further permanent part time member of staff and retain them when the initial budget for a financial year shows net payments.</p> <p>The remaining monies of £37,170 have been applied to the premises fund. Whilst it is not expected that there will be significant expenditure on the premises in the next few years, premises expenditure when needed can be significant.</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	The principle sources of funds are the Early Years Foundation Stage (EYFS) funding grants for 3 and 4 year old's, fees from parents who are not eligible or are claiming their EYFS grants elsewhere and fundraising.
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		<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	<p>The principal risks facing Oldfield Pre-School are</p> <ul style="list-style-type: none"> • 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. • Further changes in the funding formula by CWAC for the Early Years Foundation Stage Funding leading to below inflation increases or 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	Para 1.25	Elected by the membership (parents of the Pre-School children)

any person or body entitled to appoint one or more trustees		
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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 daily, 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.

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.	Alex Bullen	Chair		
2.	Anna Hughes	Trustee	To 24/05/2022	
3.	Claire Brewer	Secretary to 24/05/2022		
4.	David Thomson	Treasurer		
5.	Jenny Davies	Trustee	To 24/05/2022	
6.	Kate Thomson	Trustee		
7.	Mark Fairhurst	Trustee		
8.	Nicola Lasikiewicz	Secretary from 24/05/2022		
9.	Hannah Webb	Trustee	From 24/05/2022	
10.	Laura Paddock	Trustee	From 24/05/2022	
11.	Hannah Seddon	Trustee	From 13/07/2022	
12.				

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
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Name and objects of the charity on whose behalf the assets are held and how these 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

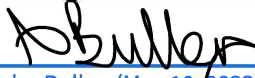

Reason for non-disclosure of key personnel details

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)		
	Alexandra Bullen (May 10, 2023 09:12 GMT+1)	NICOLA LASIKIEWICZ (May 10, 2023 11:35 GMT+1)
Full name(s)	Alexandra Bullen	Nicola Lasikiewicz
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 18 April 2023



Receipts and payments accounts

For the period
from

01/09/2021



To

31/08/2022

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	1,011			1,011	4,167
Fundraising	2,194			2,194	2,409
Bank Interest	120			120	172
Early Years Foundation Stage Grant	83,065			83,065	89,331
Parental Fees	25,066			25,066	21,179
1-1 support	2,016			2,016	1,512
Sub total (Gross income for AR)	113,472	-	-	113,472	118,770
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	113,472	-	-	113,472	118,770
A3 Payments					
Accountants	336			336	678
Bank charges	94			94	84
Consumables and Cleaning	2,648			2,648	7,764
Cost of Fundraising events	487			487	432
Travel & Subsistence Expenses & DBS	80			80	203
Extra Curricular Pre-school Activities	35			35	107
Insurance	1,327			1,327	1,070
IT	606			606	760
Memberships	234			234	233
Miscellaneous	88			88	123
Payroll Costs	806			806	507
Phone & Postage	406			406	374
Rent and Rates	1,800			1,800	1,800
Repairs and Maintenance	644			644	1,288
Toys, furniture and Equipment	1,882			1,882	677
Training	50			50	502
Utilities	2,089			2,089	1,287
Wages Salaries & National Insurance & Pension	81,432			81,432	74,217
New Building Project including playground refurb	12,040			12,040	2,338
Sub total	107,085	-	-	107,085	94,443
A4 Asset and investment purchases, (see table)					
New Building Second Instalment	38,212	5,126		43,337	35,154
Sub total	38,212	5,126	-	43,337	35,154
Total payments	145,296	5,126	-	150,422	129,597
Net of receipts/(payments)	- 31,825	- 5,126	-	- 36,951	- 10,828
A5 Transfers between funds					
A6 Cash funds last year end	154,978	5,130		160,107	170,935
Cash funds this year end	123,153	4	-	123,157	160,107

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	37,942	4	-
	Virgin Bank	85,000		
	Unpresented Cheques			-
	Cash	211		-
	Total cash funds		123,153	4
	(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	
	Fees overpayment in July 2021 carried forward to 2021-22		253	
	Annualised hours expected overtime incurred April to August	unrestricted	825	
	Independent Examiner fee 2021-2022	unrestricted	400	
		1,482		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 <small>Alexandra Bullen (May 10, 2023 09:12 GMT+1)</small>	A Bullen	18 April 2023	
	 <small>NICOLA LASIKIEWICZ (May 10, 2023 11:35 GMT+1)</small>	N Lasikiewicz	18 April 2023	



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 2022 **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:** 18 April 2023

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