

## **Trustees' Annual Report for the period**

### **Section A Reference and Administration details**

**From 01/09/21 to 31/08/22**

**Charity Name:** The Cabin

**Other names charity is known by registered charity number (if any):** 1004163

**Charity's' principal Address:** 125 Park Avenue, Shelley, Huddersfield, HD8 8JZ

1. Andrea Medcalf (Chair)
2. Laura Peel (Treasurer)

### **Section B Structure, Governance, and management**

#### **Description of the charity's trusts**

**Type of Governing document:** Constitution

**How the charity is constituted:** Association

**Trustee selection methods:** Elected at the AGM (Chairperson)

#### **Additional governance issues: (Optional information)**

The Cabin holds policies for safe recruitment, staff training and an induction procedure. Trustees are welcomed to the Cabin and made aware of roles, supported by employed staff. Organisational structure; Manager, Deputy Manager and Lead roles for staff. Very much in the heart of the community and work in partnership with the village. Local community support and actively take part in local events to raise profile and fund raise.

Network with other childcare providers and local authority; Shelley First School- Pre-school children feed into the school and children attending the school attend breakfast and afterschool club. Kirklees Council- gaining training and support as organisation. Ofsted- Gaining input and recommendations to enable improvement within setting.

### **Section C Objectives and Activities**

#### **Summary of the objects of the charity set out in its governing document**

The aim of the Association shall be to advance the education of children below compulsory school age by: **(a)** providing safe and satisfying group play, in which parents have the right to take part. **(b)** encouraging other

charitable activities through which parents may help the children **(c)** furthering the aim of the pre-school Playgroups Association (now known as the pre-school Learning Alliance

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefits).**

The setting provides pre school play session to children within the community. Subject to the numbers available (statutory child to carer ratios), the setting is open to all children (as applicable, i.e., early years age range) within the community. These sessions run Monday to Friday during term time. The setting is registered with Ofsted and complies with the Early Year Foundation Stage statutory framework, ensuring that children are provided with quality early education and childcare experiences, in line with the objects set out in our governing document. The setting is also a member of the Pre School-Learning Alliance (PSLA), and therefore has access to their guidance and support. Staff have also attended PSLA training sessions, helping to ensure that we are working to further the aims of the PSLA. These aims are shared by the setting i.e., Champion childhood and children's right to play. Encouraging safeguard led practice, Raise standards and quality of childcare etc. The Committee for the setting undertakes several fundraising activities, which parents are encouraged to become involved in – for example, fun days, sponsored activities etc. These are held with a view to raising charitable funds, to further enhance the setting and play opportunities, for the benefit of all children that attend. The setting also provides wrap around out of school club care for school age children (up to age 10) and holiday club care out of term time. In making decisions about how to carry out the charity's charitable purposes for the public benefit in the reporting year, the trustees have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Additional details and objectives and activities (optional information) you may choose to include further statements, where relevant, about: policy on grant making policy programme related investment; contribution made by volunteers.**

The Committee, volunteers and staff were active in fundraising throughout the year including Halloween doorstep competition, Christmas raffle and Santa's letters, Easter Funday/ Fashion Show and lucky numbers club. We will also be participating in the annual Shelley Gala Day.

**Section D Achievements and performance**

## **Summary of the main achievements of the charity during the year.**

In the first half of the year pre-school numbers increased on the previous year and present number are very healthy with some sessions full. Breakfast and Out of School Club a little quite as more parents work from home, numbers look high for the September start. Holiday club numbers have been steady, opening mostly on Tuesday, Wednesday, and Thursday during school holidays.

Continue to build on great relationships with Shelley First School to ensure jointed up response to parents and smooth transition to school for pre-schoolers.

Staff continue to complete professional qualifications to assist their development and to inform practice and build on experience to improve the care and development of children who attend the setting.

We have lots of new committee members this year and they have successfully worked together with the manager and staff to make decisions in a timely manner and improvement to the setting. These include:

- Supporting the manager and staff with new policies.
- Collaborating as a team to complete the government funding bid for a new portacabin.
- Investing and improving facilities- to maintain the premise and provide a stimulating environment of which is conducted to learning.
- Fundraising- We have had a very busy year raising money for the new porta cabin. Monies gained from fundraising have allowed new equipment and a reading zone to be created. Resources have been purchased to include outdoor equipment and shading.
- Writing a bid for a new cabin building and outdoor area.

The cabin continues to aim to improve and build on good practice to deliver a high standard of care to children and families using the setting.

## **Section E Financial review**

### **Brief statement of the charity's policy on reserves**

Any funds held in reserve are retained with a view to replace the present accommodation (portacabin) at the end of its usable life. Funds held in reserve will also be used to ensure that the building is sufficiently maintained (preserving the usable life of the porta cabin) as and when required.

**Details of any funds materially in deficit** No funds are held in deficit

### **Further financial review details (optional information)**

**Principle sources of funding-** Nursery education funding received from the local authority and fees paid by parents of children attending the setting.

Primary expenditure on staff costs, ensuring we have experienced, and well-trained staff to care for the children – provide safe and satisfying play opportunities. Further expenditure on accommodation costs, maintenance, and repair – ensuring the setting is safe and fit for purpose including building repairs. Also, expenditure on resources for the setting – crafts, educational toys etc. – enhancing the play opportunities for children attending the setting.

## **Section F Other optional information**

## **Section G Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature (s)** A Medcalf

**Position Chair**     Date 05/6/23

# The Cabin Pre-School

## Income and Expenditure Accounts for the period 1st September 2021 to 31st August 2022

Income		Expenditure			
Fees	£ 74,632.21	Food & Supplies	£ 3,164.22	1	
Nursery Eductaion Funding	£ 47,432.14	Staff wages	£ 87,875.65	2	
Fund Raising	£ 2,653.19	Ers Pension Contributions	£ 3,143.42	3	
Donations and Grants	£ 1,129.90	Employers NIC	£ 7,078.39	4	
French Club Contributions	£ 324.00	Subscriptions & Licences	£ 2,225.45	5	
Kixx Club Contributions	£ 55.00	Rent & Rates	£ 6,045.05	6	
Stay & Play	£ 84.50	Equipment & Materials	£ 1,210.52	7	
		Repairs, renewals & cleaning	£ 1,443.74	8	
		Insurance	£ 2,106.05	9	
		Office Supplies	£ 1,503.64	10	
		Training	£ 340.00	11	
		Sundries	£ 635.46	12	
		Professional Fees	£ 720.00	13	
		French Club	£ 472.50	14	
		Kixx Club	£ 175.00	14	
		Advertising			
		Refunds			
		Telephone	£ 1,072.27	16	
		Resources	£ 586.71	17	
		Lucky number winnings	£ 175.00	18	
			£ 119,973.07		
Defecit for period	0	Surplus fpr period	£ 6,337.87		
	<u>£ 126,310.94</u>	Accumlated fund	<u>£ 126,310.94</u>		

	Year Ended 31/8/22	Year Ended 31/8/21
Accumlated Surplus B/fd	£113,137.82	£102,702.05
Defecit for period	£0.00	£0.00
Surplus for period	£6,337.87	£10,435.77
	<u>£119,475.69</u>	<u>£113,137.82</u>
Represented by :		
Cash at Bank	£124,820.83	£118,085.92
Cash in hand	£61.76	£100.00



**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/directors/  
members of**

Charity Name

The cabin

**On accounts for the year  
ended**

01/09/21-31/08/22

**Charity no.:**

100416

**Company no.:**

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

**Independent  
examiner's statement**

[The company'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 (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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:  Date:

Name:

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

Address:

## 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.

--