



# Trustees' Annual Report for the period

| From |  | Period start date |       |      | To |  | Period end date |       |      |
|------|--|-------------------|-------|------|----|--|-----------------|-------|------|
|      |  | Day               | Month | Year |    |  | Day             | Month | Year |
|      |  | 01                | 09    | 2022 |    |  | 31              | 08    | 2023 |

## Section A Reference and administration details

Charity name

Caythorpe Preschool

Other names charity is known by

Registered charity number (if any)

1041083

Charity's principal address

High Street

Caythorpe

Lincolnshire

Postcode

NG32 3DR

### 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  | Catherine Arden   | Chair           |                                   |   |
| 2  | Roberta Hall      | Secretary       |                                   |   |
| 3  | Georgina Crawford | Treasurer       |                                   |   |
| 4  | James Crawford    |                 |                                   |   |
| 5  |                   |                 |                                   |   |
| 6  |                   |                 |                                   |   |
| 7  |                   |                 |                                   |   |
| 8  |                   |                 |                                   |   |
| 9  |                   |                 |                                   |   |
| 10 |                   |                 |                                   |   |
| 11 |                   |                 |                                   |   |
| 12 |                   |                 |                                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |                                  |
|---|----------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                     |
| How the charity is constituted<br>(eg. trust, association, company) | Unincorporated Association       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected at the AGM November 2022 |

### Additional governance issues (Optional information)

|   |  |
|---|--|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul> | <p>We employ an administrator to provide finance support with the day to day running of the setting from a financial perspective (paying the wages etc). She is paid on an hourly basis.</p> |
|---|--|

## Section C Objectives and activities

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

To enhance the development and education of children under statutory school age.

**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 benefit)**

The main aim is to provide a safe and happy environment for pre-school children, where they can learn to mix with other children and develop communication skills.

We offer a chance to try new and varied activities five mornings and four afternoons a week during school term time.

The paid staff are employed to run the pre-school itself and work within national guidelines working towards the Early Years foundation Stage learning goals.

Regular outings are organised to take the children out of the normal setting to the adjoining primary school and local areas of interest within the village.

The committee comprises volunteer parents/carers who also undertake a programme of fundraising throughout the year.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

Caythorpe Pre-school is a thriving village pre-school. Demand fluctuates with child numbers but the Pre-School provides a valuable service to the village and surrounding area.

We have successfully implemented the Early Years Foundation Stage and Key Worker system which has benefited all our children. We have extended our age range down to 2yr olds.

## Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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)                        | Catherine Arden                |  |
| Full name(s)                        | Catherine Arden                |  |
| Position (eg Secretary, Chair, etc) | Chair                          |  |
| Date                                | 29 <sup>th</sup> November 2023 |  |

# Caythorpe Pre School

## Final Accounts 1st September 2022 to 31st August 23

| Description                 | Actual to Date |
|-----------------------------|----------------|
| <b>Income</b>               |                |
| EYE Funding                 | 35,390         |
| Top Up Funding              | -              |
| Fees                        | 9,117          |
| Snacks                      | -              |
| Fund Raising                | 189            |
| Sales                       | -              |
| Donations                   | -              |
| Grants                      | -              |
| Other                       | 189            |
| <b>Total Income</b>         | <b>44,886</b>  |
|                             |                |
| <b>Expenditure</b>          |                |
| Salaries                    | 34,003         |
| Premises Service Charge     | 2,627          |
| Insurance                   | 686            |
| Administration              | 155            |
| Activity & Materials Costs  | 1,843          |
| Play & IT Equipment         | 140            |
| Food                        | 499            |
| Telephone                   | 467            |
| Professional Fees (Payroll) | 185            |
| Training & Workshops        | 90             |
| Annual Inspection           | 70             |
| Stationery                  | 45             |
| Other                       | 509            |
| Grant Spending              | -              |
| <b>Total Expenditure</b>    | <b>41,319</b>  |
|                             |                |
| <b>Surplus/ Deficit</b>     | <b>3,567</b>   |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Caythorpe Preschool

On accounts for the year  
ended

31 August 2023

Charity no  
(if any) 1041083

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 / 08 / 2023.

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

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:

Date:

02/11/2023

Name:

BRUCE NELSON

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

FCA England + Wales

Address:

RICHMOND HOUSE BACK LANE  
CAYTHORPE GRANTHAM Lincs NG23EE

**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.**