



# Trustees' Annual Report for the period

Period start date		Period end date	
From	Day 01 Month 08 Year 2021	To	Day 31 Month 07 Year 2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
Postcode

### 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	Jade Waters	Chair Person	Joined 16.10.19	
2	Holly Guy	Secretary	Joined 16.10.19	
3	Carly Lambrelle	Treasurer	Joined 16.10.19	
4	Tracey Mitchell	Committee Member		
5	Stef Boyce	Committee Member	Joined 16.10.19 Left 24.03.21	
6	Ruth Houghton	Committee Member	Joined 16.10.19	
7	Nicky Sheath	Committee Member	Joined 16.10.19	
8	Claire Carnduff-Young	Committee Member	Joined 24.03.21	
9	Nicole Barnes	Committee Member	Joined 24.03.21	
10				
11				
12				
13				

### 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)

Tracey Mitchell – Pre School Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Pre School Learning Alliance (PLA) 2011 Constitution

How the charity is constituted  
(eg. trust, association, company)

Unincorporated Association

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held each year.

### Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Committee members are voted by the members at the Annual General Meeting.

We Currently have 6 Committee members. The minimum number of Committee members is 5 and the maximum is 12, together with up to a further 3 co-opted members.

We follow and adapt all our policies from the Pre School Learning Alliance. These are reviewed annually by the staff and the Committee and resigned.

All Staff and Committee members are fully DBS checked and a yearly safeguarding form is signed by each.

All Trustees give their time voluntary and received no remuneration or other benefit.

## Section C Objectives and activities

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

Early Years Childcare and education for children aged 2 years to 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)**

We continued to work with outside agencies and provide support for the children with additional needs.

We continued to claim EYPP (Early Years Pupil Premium) from the local Authority. We were able to use this money to purchase resources and additional staff to enhance the eligible children's educational needs.

We received SEN funding from the Local Authority to enable us to give extra support through one to one staffing to provide the care and education to those individual's. We had more children this year requiring additional support.

We follow the EYFS guidelines.

All policies were continued to be reviewed and updated regularly.

**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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

At the end of August our Manager of 25 years left in July 2021

Due to Covid 19 we were unable to hold our normal fundraising events. At Xmas 2020 we held a raffle and in spring we held a Sponsored bounce.

Continued supporting children and their families through COVID-19.

Received Free School Meal Vouchers during school holidays for children who were eligible. (2 year funded, EYPP etc)

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Caterpillars is a standalone organisation with no financial back up available from other sources. It is essential that the pre school has the reserves to meet any potential debts such as redundancy.

Details of any funds materially in deficit

NONE

### 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.

Any monies raised via fundraising is kept in a separate bank account. This money is only spent on activities for the children, outings and equipment. We apply for Nursery Education Funding via the Local Authority along with EYPP funding, SEN funding. Any children who receive their funding at another setting or are yet to be funded pay fees and are invoiced appropriately. Yearly Budgets are set and are regularly checked against actual.

## 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)

R. Houghton

Full name(s)

RUTH HELEN HOUGHTON

Position (eg Secretary, Chair, etc)

COMMITTEE MEMBER

Date

18/5/23

**Caterpillar Pre-School**  
**Charity Number**

**1062510**

**PROFIT AND LOSS ACCOUNTS FOR PERIOD ENDING 31.7.2022**

Income	2021-2022			2020-2021
	Unrestricted	Restricted	Total	Total
Fees	45778.81		45778.81	37249.57
Govt Funding	204453.78		204453.78	173097.09
DAF Funding	4626.2		4626.2	
SEN Funding	10314		10314	12384.93
EYPP Funding	2362.88		2362.88	2396.4
Free School Meals	1950		1950	3606
Booking Fee	460		460	140
Uniform	267.95		267.95	794.6
Misc	1245.05		1245.05	127.72
Transfer	10091.95	21.72	10113.67	
Fundraising		2795.47	2795.47	166.2
Interest	59.69		59.69	
	281610.31	2817.19	284427.5	229962.51
Expenses				
Salaries	198048.18		198048.18	186446.59
Snack	724.17		724.17	655.93
Cleaning	106.12		106.12	262.92
Consumables	87.74		87.74	39.83
HMRC	8322.21		8322.21	4819.06
NEST Pension	5934.07		5934.07	6397.63
Premises	25341		25341	23248.01
PPE	271.11		271.11	940.55
Free School Meals	1950		1950	3606
BT	1300.55		1300.55	1595.78
Uniform Child	826.56		826.56	871.93
Uniform Staff	120.17		120.17	1103.58
Equipment	210.46	789.92	1000.38	1524.6
Resources	424.41		424.41	
Services	198.58		198.58	215.52
SEN	48.31		48.31	442.35
DAF	608.75		608.75	
EYPP	1896.76		1896.76	
Bank Charges	96	96	192	162.5
Printing & Stationary	656.14		656.14	
Repairs & Maintenance	2559.6		2559.6	
Software	749.37		749.37	
Materials	590.64		590.64	944.92
Office	76.95		76.95	
Booking Fees	180		180	
Fees	323.24		323.24	
Accountancy	216		216	
Insurance	1144.39		1144.39	2174.38
Training	292.79		292.79	376
Misc	645.76	109.07	754.83	854.17
Event		1247.15	1247.15	37.5
Transfer	10114.45	21.72	10136.17	
Admin				445.28
Subscriptions				749.48
Fundraising				20
Ofsted				50
Committee Exp				8.1
	264064.48	2263.86	266328.34	237992.61
PROFIT / LOSS	17545.83	553.33	18099.16	-8030.1



## Balance sheet

Guidance Notes

### Fixed assets

Intangible assets  
(Note 15)

B01

Tangible assets  
(Note 14)

B02

Heritage assets  
(Note 16)

B03

Investments  
(Note 17)

B04

**Total fixed assets**

B05

	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
	£	£	£	£	£
	F01	F02	F03	F04	F05
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-

### Current assets

Stocks  
(Note 18)

B06

Debtors  
(Note 19)

B07

Investments  
(Note 17.4)

B08

Cash at bank and  
in hand (Note 24)

B09

**Total current  
assets**

B10

	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	148,579	-	-	148,579	126,639
	148,579	-	-	148,579	126,639

**Creditors:  
amounts falling  
due within one  
year**

B11

	3,625	-	-	3,625	-

**Net current  
assets/(liabilities)**

B12

	144,954	-	-	144,954	126,639
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**Total assets less  
current liabilities**

B13

	144,954	-	-	144,954	126,639
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**Creditors:  
amounts falling  
due after one year  
(Note 20)**

B14

**Provisions for  
liabilities**

B15

	-	-	-	-	-
	216	-	-	216	-

**Total net assets or  
liabilities**

B16

	144,738	-	-	144,738	126,639
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### Funds of the Charity

Endowment funds  
(Note 27)

B17

Restricted income  
funds (Note 27)

B18

Unrestricted funds  
Revaluation  
reserve

B19

B20

**Total funds**

B21

	-			-	-
		-		-	-
	144,738		-	144,738	126,639
				-	
	144,738	-	-	144,738	126,639



## **Report of the Independent Examiner to the Trustees of CATERPILLARS PRESCHOOL AT CALMORE on the accounts for the year ended 31 July 2022**

I report to the Trustees on my examination of the financial statements of CATERPILLARS PRESCHOOL AT CALMORE for the year ended 31 July 2022.

### **Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report**

The charity's Trustees, are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Basis of Independent Examiner's Statement and scope of work undertaken**

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. 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 setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

## **Report of the Independent Examiner to the Trustees of CATERPILLARS PRESCHOOL AT CALMORE on the accounts for the year ended 31 July 2022**

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

### **Independent Examiner's Statement, Report and Opinion**

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

- accounting records were not kept in respect of the charity as required by with Section 130 of The Charities Act 2011;
- the financial statements do not accord with those records; or
- the financial statements do 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;
- have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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 financial statements to be reached.

Tony Kirk - Independent Examiner  
T&A Kirk Ltd

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07767899389

This report was signed on 18/05/2023