



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	08	2022		31	07	2023

Section A

Reference and administration details

Charity name

CATERPILLAR PRE SCHOOL

Other names charity is known by

Registered charity number (if any)

1062510

Charity's principal address

C/O CALMORE INFANT SCHOOL

CALMORE, TOTTON,

SOUTHAMPTON, HAMPSHIRE

Postcode

SO40 2ZZ

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 Left 3.11.22	
2	Holly Guy	Secretary	Joined 16.10.19 Left 3.11.22	
3	Carly Lambrelle	Treasurer	Joined 16.10.19 Left 3.11.22	
4	Tracy 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 Left 3.11.22	
8	Kim Wood	Chair Person	Joined 21.10.21 Became Chair 3.11.22	
9	Nicole Barnes	Committee Member	Joined 24.03.21 Left 14.10.21	
10	Becky Dovey	Secretary	Joined 3.11.22	
11	Tanya Prowting	Treasurer	Joined 3.11.22	
12	Jenny Cooke	Vice Chair	Joined 3.11.22	
13	Eleanor Pugh	Committee Member	Joined 21.10.21 Left 03.2.22	
14	Molly McBurnie	Committee Member	Joined 21.10.21	

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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 have this year used this money to have a sports coach come out on a weekly basis.

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

Summary of the main achievements of the charity during the year

The flooring of the preschool was changed from carpet to hard flooring at the end of July.

The committee held a cake stall at Christmas.

We then held a sponsored bounce in May 2023.

We purchased a Wendy house for Caterpillar room in March 2023.

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

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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 Moughton

Full name(s)

RUTH H HOUGHTON

Position (eg Secretary, Chair, etc)

COMMITTEE MEMBER

Date

1/5/24

Caterpillar Pre-School**Charity Number****1062510****PROFIT AND LOSS ACCOUNTS FOR PERIOD ENDING 31.7.2023**

Income	2022-2023			2021-2022
	Unrestricted	Restricted	Total	Total
Fees	43418.18		43418.18	45778.81
Govt Funding	215120.8		215120.8	204453.78
DAF Funding	800		800	4626.2
SEN Funding	3060		3060	10314
EYPP Funding	687.6		687.6	2362.88
Uniform	595.79		595.79	267.95
Booking Fee	640		640	460
Dinners	5506.31		5506.31	1950
Misc	859.46	10.19	869.65	1245.05
Transfer	253.49		253.49	10113.67
Fundraising		2370.83	2370.83	2795.47
Interest	137.81	826.27	964.08	8.14
	271079.44	3207.29	274286.73	284375.95
Expenses				
Salaries	184411.83		184411.83	194591.13
Snack	1008.68		1008.68	724.17
Cleaning	143.65		143.65	106.12
Consumables	70		70	87.74
HMRC	5918.81		5918.81	8309.64
NEST Pension	5781.46		5781.46	5849.68
Premises	31648.56		31648.56	25341
PPE	218.13		218.13	271.11
Dinners	5049.16		5049.16	1950
BT	777.06		777.06	1229.51
Uniform Child	1062.72		1062.72	826.56
Uniform Staff	243.49		243.49	120.17
Equipment	956.39	995.19	1951.58	1000.38
Resources	142.37	577.1	719.47	424.41
Services	222.96		222.96	198.58
SEN	12		12	48.31
DAF	1000		1000	608.75
EYPP	1087.17		1087.17	1896.76
Bank Charges	60.5	60	120.5	192
Printing & Stationary	1204.51		1204.51	656.14
Repairs & Maintenance	144		144	2559.6
Software	1442.69		1442.69	749.37

Materials	1230.63		1230.63	590.64
Office	77.85		77.85	76.95
Booking Fees	284.63		284.63	180
Fees	234.48		234.48	323.24
Insurance	1199.71		1199.71	1144.39
Training	1105.4		1105.4	292.79
Misc	2699.77	641.49	3341.26	754.83
Event			0	1247.15
Transfer	240.9	79.99	320.89	10136.17
Admin				
Subscriptions				
Fundraising				
Ofsted				
Committee Exp				
	249679.51	2353.77	252033.28	262487.29
PROFIT / LOSS	21399.93	853.52	22253.45	11409.34

Balance sheet

	Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets		F01	F02	F03	F04	F05
Intangible assets (Note 15)	B01	-	-	-	-	-
Tangible assets (Note 14)	B02	-	-	-	-	-
Heritage assets (Note 16)	B03	-	-	-	-	-
Investments (Note 17)	B04	-	-	-	-	-
Total fixed assets	B05	-	-	-	-	-
Current assets						

**Stocks
(Note 18)
Debtors
(Note 19)
Investment
s
(Note 17.4)
Cash at
bank and in
hand (Note
24)**

***Total
current
assets***

B06	-	-	-	-	-
B07	-	-	-	-	-
B08	-	-	-	-	-
B09	171,363	-	-	171,363	148,579
B10	171,363	-	-	171,363	148,579

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

B11	4,155	-	-	4,155	3,625
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***Net current
assets/(liab
ilities)***

B12	167,208	-	-	167,208	144,954
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***Total
assets less
current
liabilities***

B13	167,208	-	-	167,208	144,954
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**Creditors:
amounts
falling due
after one
year
(Note 20)
Provisions
for
liabilities**

B14	-	-	-	-	-
B15	216	-	-	216	216

***Total net
assets or
liabilities***

B16	166,992	-	-	166,992	144,738
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**Funds of
the
Charity**

**Endowment
funds (Note
27)**

**Restricted
income
funds (Note
27)**

**Unrestrict
ed funds
Revaluation
reserve**

Total funds

B17	-			-	-
B18		-		-	-
B19	166,992		-	166,992	144,738
B20				-	
B21	166,992	-	-	166,992	144,738

Report of the Independent Examiner to the Trustees of CATERPILLARS PRESCHOOL AT CALMORE on the accounts for the year ended 31 July 2023

I report to the Trustees on my examination of the financial statements of CATERPILLARS PRESCHOOL AT CALMORE for the year ended 31 July 2023.

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 2023

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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This report was signed on 17/05/2024