



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
From 01	08	2023	To 31	07	2024

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	Kim Wood	Chairperson	Joined 03.11.22	
2	Beka Dovey	Secretary	Joined 03.11.22	
3	Tanya Prowting	Treasurer	Joined 03.11.22 left 18.10.23	
4	Jenny Cooke	Vice Chair	Joined 03.11.22	
5	Molly McBurnie	Committee member	Joined 21.10.21 left 18.10.23	
6	Claire Chisman	Committee member	Joined 18.10.23	
7	Amy Smith	Committee member	Joined 18.10.23	
8	Hayley Stevens	Committee member	Joined 18.10.23 left 19.02.24	
9				
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)

Tracy Mitchell

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 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

Summary of the main achievements of the charity during the year

We held a sponsored bounce and we held 3 cake stalls. We celebrated Mothers Day, Fathers Day and Xmas where the parents came in to do crafts.

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)

Rebecca Helen Dovey

Full name(s)

REBECCA HELEN DOVEY

Position (eg Secretary, Chair, etc)

VICE chair

Date

21/5/25

DRAFT PROFIT AND LOSS ACCOUNTS FOR PERIOD ENDING 31.7.2024

Income	2023-2024			2022-2023
	Unrestricted	Restricted	Total	Total
Fees	38550.67		38550.67	43418.18
Govt Funding	262531.39		262531.39	215120.8
DAF Funding	2647.74		2647.74	800
SEN Funding	9936		9936	3060
EYPP Funding	2486.64		2486.64	687.6
Uniform	309.43		309.43	595.79
Booking Fee	580		580	640
Dinners	4862.07		4862.07	5506.31
Misc	42.95		42.95	869.65
Transfer	92		92	253.49
Free Food Vouchers	480		480	0
Software	51		51	0
Fundraising		2116	2116	2370.83
Reserve Interest		2063.69	2063.69	
Interest	193.01	1.96	194.97	964.08
	<u>322762.9</u>	<u>4181.65</u>	<u>326944.55</u>	<u>274286.73</u>
Expenses				
Salaries	196280.01		196280.01	184411.83
Snack	857.89		857.89	1008.68
Cleaning	65.92		65.92	143.65
Consumables	235.63		235.63	70
HMRC	14461.18		14461.18	5918.81
NEST Pension	6658.76		6658.76	5781.46
Premises	31397.47		31397.47	31648.56
PPE	353.15		353.15	218.13
Dinners	6487.56		6487.56	5049.16
BT	864.32		864.32	777.06
Uniform Child	1163.18		1163.18	1062.72
Uniform Staff	388.97		388.97	243.49
Equipment	1833.55	923.32	2756.87	1951.58
Resources	1094.32	321.78	1416.1	719.47
Services	236.36		236.36	222.96
SEN	250		250	12
DAF	1289.02		1289.02	1000
EYPP	1806.82		1806.82	1087.17
Bank Charges	62.25	60	122.25	120.5
Printing & Stationary	1213.53		1213.53	1204.51
Repairs & Maintenance	10755.53		10755.53	144
Software	799.57		799.57	1442.69
Materials	1432.17		1432.17	1230.63
Office	265.58		265.58	77.85
Booking Fees			0	284.63
Fees	40		40	234.48
Insurance			0	1199.71
Training	2561.02		2561.02	1105.4
Misc	1036.98	33.08	1070.06	3341.26
Event		790	790	0
Transfer	81.68		81.68	320.89
Free Food Vouchers	480		480	0
Govt	7941.1		7941.1	0
	<u>292393.52</u>	<u>2128.18</u>	<u>294521.7</u>	<u>252033.28</u>
PROFIT / LOSS	30369.38	2053.47	32422.85	22253.45

Balance sheet

Guidance Notes

Fixed assets

Intangible assets
(Note 15)

Tangible assets
(Note 14)

Heritage assets
(Note 16)

Investments
(Note 17)

Total fixed assets

		Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
B01		-	-	-	-	-
B02		-	-	-	-	-
B03		-	-	-	-	-
B04		-	-	-	-	-
B05		-	-	-	-	-

Current assets

Stocks

(Note 18)

Debtors

(Note 19)

Investments
(Note 17.4)

Cash at bank and
in hand (Note 24)

*Total current
assets*

B06		-	-	-	-	-
B07		-	-	-	-	-
B08		-	-	-	-	-
B09		200,731	-	-	200,731	171,363
B10		200,731	-	-	200,731	171,363

Creditors:

amounts falling
due within one
year

B11		1,100	-	-	1,100	4,155
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*Net current
assets/(liabilities)*

B12		199,631	-	-	199,631	167,208
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*Total assets less
current liabilities*

B13		199,631	-	-	199,631	167,208
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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		199,415	-	-	199,415	166,992
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Funds of the Charity

Endowment funds
(Note 27)

Restricted income
funds (Note 27)

Unrestricted funds
Revaluation
reserve

Total funds

B17		-			-	-
B18			-		-	-
B19		199,415		-	199,415	166,992
B20					-	
B21		199,415	-	-	199,415	166,992

Report of the Independent Examiner to the Trustees of CATERPILLARS PRESCHOOL AT CALMORE on the accounts for the year ended 31 July 2024

I report to the Trustees on my examination of the financial statements of CATERPILLARS PRESCHOOL AT CALMORE for the year ended 31 July 2024.

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 2024

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 22/05/2025