



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2021

## Reference and administration details

**Charity name** THE CATERPILLAR CLUB

**Other names charity is known by**

**Registered charity number (if any)** 1064997

**Charity's principal address** C/O FERNDOWN FIRST SCHOOL, MOUNTBATTEN DRIVE, FERNDOWN, DORSET

**Postcode** BH22 9FB

## 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	Lauren Hawsworth	CHAIR	From June 2020	COMMITTEE
2	Julie Pitcher	SECRETARY		COMMITTEE
3	Susan Crow	MANAGER		COMMITTEE
4	Ruth Lucas			COMMITTEE
5	Bethany Rose	ASSISTANT MANAGER	From March 2020	COMMITTEE
6	Claire Barber			COMMITTEE
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
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### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

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

SUSAN CROW - MANAGER

## Structure, governance and management

### Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

How the charity is  
constituted

(eg. trust, association,  
company)

Trustee selection methods

(eg. appointed by, elected by)

PARENT COMMITTEE

ELECTED BY PARENT COMMITTEE ANNUALLY

### 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.

THE CATERPILLAR CLUB WORKS UNDER THE UMBRELLA OF THE PRE-SCHOOL LEARNING ALLIANCE. IT HAS A VARIETY OF ESTABLISHED WRITTEN POLICIES FOR THE APPOINTMENT OF TRUSTEES, RISK PROCEDURES AND ITS ORGANISATIONAL STRUCTURE.

## Objectives and activities

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

TO PROVIDE A SAFE & HAPPY EDUCATION FOR PRE-SCHOOL CHILDREN, TO STIMULATE GROWTH IN THEIR PERSONAL DEVELOPMENT & SOCIAL SKILLS & TO ENABLE THEM TO MOVE INTO THE SCHOOL SYSTEM .

**Summary of the main activities in relation to these objects**

TO EDUCATE PRE-SCHOOL CHILDREN  
TO HELP THEM ACHIEVE THEIR EARLY YEARS FOUNDATION STAGES OF DEVELOPMENT  
TO PROMOTE GOOD LINKS WITH THE LOCAL SCHOOLS TO AID A SMOOTH TRANSITION .

**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

THE SETTING IS ASSISTED BY VOLUNTEERS/PARENTS WHO PROVIDE ADDITIONAL INCOME FROM FUNDRAISING, AND WHO HELP IN THE SETTING.  
THE SETTING RECEIVES NO ADDITIONAL FUNDING OTHER THAN GRANT FUNDED CHILDRENS` PLACES, PRIVATE FEE PAYING CHILDREN (PRE-GRANT), AND ITS OWN FUNDRAISING.

## Achievements and performance

## Achievements and performance

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

TO CONTINUE TO PROVIDE THE BEST EDUCATION AND SOCIAL DEVELOPMENT TO ALL PUPILS.  
TO ENSURE GOOD FINANCIAL MANAGEMENT SUCH THAT THE SETTING NOW HAS A SURPLUS OF INCOME OVER EXPENDITURE.  
TO SUPPORT THE TRAINING OF ITS STAFF.

## Financial review

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

A SMALL SAVINGS ACCOUNT HOLDS ADDITIONAL RESERVES

### 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.

THE SETTING RECEIVES NO ADDITIONAL FUNDING OTHER THAN GRANT FUNDED CHILDRENS` PLACES, PRIVATE FEE PAYING CHILDREN (PRE-GRANT), AND ITS OWN FUNDRAISING

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg secretary, chair, etc)</b>	TREASURER	
<b>Date</b>		

# ACCOUNTS FOR THE CATERPILLAR CLUB FOR YEAR ENDED 31 DECEMBER 2020

## Income and Expenditure Account

	2020	2019
<b>Opening Balance</b>		
Bank Account	7,768	20,166
Deposit Account	6,253	10,244
Petty Cash	16	45
	<u>14,037</u>	<u>30,455</u>
<b>Income</b>		
Fees	23,150	11,319
Nursery Grant	62,414	66,426
Merchandising/ Fundraising/Sundry	538	1,056
Training	0	0
EYP Grant	3,500	3,500
Gov Discretionary Business Grant	7,500	0
	<u>97,102</u>	<u>82,301</u>
Interest (deposit a/c)	0	10
<b>Total income</b>	<u>97,102</u>	<u>82,311</u>
<b>Expenditure</b>		
Wages	61,631	75,269
Tax/Nics/Pension	2,924	5,750
Plant, Equipment, Toys	194	683
Play Materials	353	528
Rent & Rates	1,375	2,038
Stationery	573	1,203
Postage	41	7
Provisions	267	554
Cleaning	825	570
Membership/ Subscriptions	110	185
Insurance	970	962
Accountant	890	926
Phone	482	456
Gas	154	250
Electricity	731	880
Water/Sewerage	0	572
Property/garden improvements	11	6,255
Alarm/Fire servicing	264	200
Training	60	641
Fundraising/ Merchandising	335	294
Entertainer - Xmas party	220	105
Other sundries	352	401
<b>Total expenditure</b>	<u>72,762</u>	<u>98,729</u>
Surplus/ Deficit of income	24,340	(16,418)
<b>CLOSING BALANCE</b>	<u>38,377</u>	<u>14,037</u>
<b>Closing balance represented by:</b>		
Bank Account	32,032	7,768
Deposit Account	6,253	6,253
Petty Cash	92	16
	<u>38,377</u>	<u>14,037</u>

Signed:... RD Lucas (Treasurer)



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

THE CATERPILLAR CLUB

On accounts for the year  
ended

31 DECEMBER 2019

Charity no  
(if any)

1064997

Set out on pages

Respective  
responsibilities of  
trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent  
examiner's statement

In the course of my examination, no matter has come to my attention (~~other than that disclosed below \*~~)

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn 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:

*C. A. L. Smith*

Date:

22.2.2020

Name:

C. A. L. Smith

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

ACRB

Address:

86 Leeson Drive

Fennydown

DORSET