

**Independent Examiner's Report
To the trustees of Cambourne Pre-School**

I report on the accounts of the Trust for the year ended 30 June 2023, which are set out on pages 1 to 12.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and,
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report.

The accounts have been prepared on a receipts and payments basis.

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

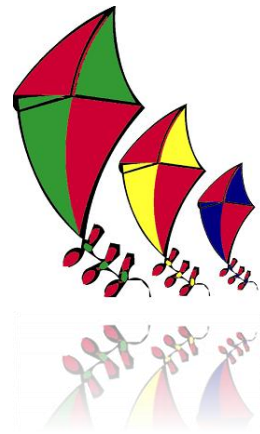
In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the following requirements have not been met:
 - to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and
2. which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Barlow
Thomas Quinn Chartered Accountants
The Station House
15 Station Road
St Ives
Cambs
PE27 5BH

Date: 29 February 2024



Cambourne Pre-School

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Cambourne Pre-School Accounts

Reporting Year 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st July 2022 To 30th June 2023

Charity name: Cambourne Pre-School

Charity registration number: 1122459

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment. Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child. We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence. Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school. Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>EYA: We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.</p> <p>Professional Advisers:</p> <ul style="list-style-type: none"> - The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP - Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD - Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB <p>Trustees: Chairperson – Hannah Bartram Treasurer – Poppy Chatzantonakis Secretary – Adam Ball Committee members – Emma Ball, Donna O’Shea, Petya Valcheva, Chara Kokori & Lorraine Burdett (Joint Administrator and Committee Member – left both positions, April 2023)</p> <p>Election Process: Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers’ Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed</p>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Committee met when possible, during the school year to discuss fundraising events and other important pre-school topics, where needed. Financial meetings were held on site with the chair, treasurer and pre-school manager and other committee members to ensure finances continued to be used effectively.</p> <p>We have been looking at ways in which we can raise funds for the pre-school and have held a Christmas Fete and Summer Party. Both events were well received by parents\carers as well as the wider community.</p> <p>We have also been working with staff to make sure that all relevant training is up to date, as well as working with 2 staff members to enable them to start on a Level 2 qualification.</p> <p>Outside of learning, the committee have worked under the guidance of the chairperson to update and rejuvenate tired areas of the pre-school to create a more welcoming and inviting setting. We have also undertaken some ground works within the pre-school to clear areas to enable safer play. A shed has also been purchased for the pre-school, using fundraising monies, that we anticipate to use for storage and upcoming events, including a Santa's grotto for our 2023 Christmas Fete.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 30 th June 2023, we hold cash funds of £14896.63.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We have still not paid rent since moving into our new building and await the town councils update on this. We have however, paid £7198.94 to the council for owed rent. Our rental arrears stands at £4634, however is still accruing. We have a zero balance with HMRC and NEST Pensions with all payments being up to date. We hold reserves to cover notice periods and unforeseen expenses.</p> <p>The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with four other full time members of teaching staff, three of which are Level 3 qualified and one is unqualified. We also have a part time member of staff who is unqualified, however, holds a degree in business.</p> <p>We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community. We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible. In September 2023, we increased our fees inline with other settings of a similar size in the area. We also reorganised our rooms and have split the children in to two classes – one with 2 years olds and the other 3 years olds. This enables us to increase our revenue through fee paying children in the 2 year old room as this is our highest fee rate.</p>
Amount of reserves held	Para 1.22	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>We are in receipt of Council Funding which is paid to us 4 times a year based on predictive and actual head count. We also offer privately funded spaces for children whose parents\carers who are not in receipt of funded spaces. We also receive SENIF and EYPP.</p> <p>Fundraising is a key area for us, with the Christmas Fete and Summer Party being our biggest income streams. We also hold Mothers and Father's Day events as well as fruit payment donations for snack time.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The pre-school's greatest expenditure is its staff costs and we are continually reviewing head count to staff ratios and are always looking to cost save where needed. We will always 'shop around' for the best deals when purchasing for the setting.</p>

Structure, Governance and Management

Description of charity's trusts:		We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011)
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's organisational structure and any wider network with which the charity works	Para 1.51	Manager: Donna O'Shea Assistant Manager: Angela Seward Safeguarding Lead: Donna O'Shea Chairperson: Hannah Bartram Treasurer: Poppy Chatzantonakis Secretary: Adam Ball Administrator: Lorraine Burdett (vacated, April 2023)
Relationship with any related parties	Para 1.51	Bank: The co-operative Bank PLC Early Years Advisor: Pre-School Learning Alliance Accountant: Numbers Count Limited
Other		Building Owner: Cambourne Parish Council

Reference and Administrative details

Charity name	Cambourne Pre-School
Other name the charity uses	N/A
Registered charity number	1122459
Charity's principal address	Cambourne Pre-School The Blue School, Eastgate Great Cambourne Cambridge CB23 6DZ

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	Hannah Bartram	Chair	September 2022 - Present	
2	Poppy Chatzantonakis	Treasurer	As above	
3	Adam Ball	Secretary	As above	
4	Emma Ball	Committee Member	As above	
5	Donna O'Shea	Committee Member	As above	
6	Lorraine Burdett	Committee Member	September 2022 – April 2023	
7	Chara Kokori	Committee Member	As above	
8	Petya Valcheva	Committee Member	As above	
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Extract from our Constitution:
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<p>8.0 Property:</p> <p>8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time</p>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<p>11.0 Dissolution:</p> <p>11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways: (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.</p>

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Statement of Accounts:

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Funding	81,204	-	-	81,204	114,453
Fees	21,664	-	-	21,664	22,393
Fundrasings & Donations	4,119	-	-	4,119	446
Other	41	-	-	41	0
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	107,028	-	-	107,028	137,292

Payments & Expenditure

Wages	89,290	-	-	89,290	117,571
Pension (NEST)	4,956	-	-	4,956	3,005
Tax and NI	11,963	-	-	11,963	12,745
Training	170	-	-	170	809
Equipment & Supplies (inc. Stationary)	4,025	-	-	4,025	1,587
Insurance	626	-	-	626	0
Tutors	-	-	-	-	-
Legal\Professional Services Fees	450	-	-	450	717
Repairs and Renewals	1,233	-	-	1,233	1,867
Other	118	-	-	118	18
Trips	-	-	-	-	-
Telephone, Print & other Admin	1,756	-	-	1,756	2,341
Rent	7,199	-	-	7,199	0
Sub total	121,786	-	-	121,786	140,660

<i>Net of receipts/(payments)</i>	
<i>Income - Expenditure</i>	- 14,758
A5 Transfers between funds	-
A6 Cash funds last year end	27,445
<i>Cash funds this year end</i>	12,687