

Charity number: 1139360

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

TRUSTEES' REPORT AND UNAUDITED
FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 AUGUST 2023

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

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LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION *FOR THE YEAR ENDED 31 AUGUST 2023*

Trustees	Mr A Nailor (Chair) Mrs A Gilbert Mrs F Harvey Miss P Anderson (resigned 30 November 2022) Mrs A Johnson
Charity registered number	1139360
Principal office	The Camden Centre Unit 2 Market Square Royal Victoria Place Tunbridge Wells TN1 2SW
Independent examiner	A S Healey FCA CTA DChA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their annual report together with the financial statements of Little Pips Pre-School at The Camden Centre (the charity) for the year ended 31 August 2023. The Trustees confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) (Charities SORP (FRS 102)). The Legal and Administrative information on page 1 forms part of this report.

Structure, governance and management

Constitution

The Barna-Bus Pre School originally operated under the umbrella of the Church of England. Under a constitution adopted on 12 October 2010 and following its registration as a charity on 19 December 2010, from 1 January 2011 the Pre School commenced as a separate entity with Free Early Education Entitlement funds and a donation from the Parish Church of St Barnabas in Tunbridge Wells, Kent. An updated constitution was signed 30 September 2019. The charity relocated in January 2020 and changed its name to Little Pips Pre-School at The Camden Centre and the constitution was updated at that date.

Method of appointment or election of trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Objectives and activities

Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The aims of the pre-school as set out in the Constitution are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities for achieving objectives

The Pre-School offers a learning environment which covers all areas of learning and development as set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) which sets the standard for learning and development and care for children 0 to 5 years. We support the children and families for the transition to Reception Class and maintain close links with local primary schools.

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

Achievements and performance

September 2022 – The uptake of pre-school places in term one was better than previous years. After school club continued to be popular with all but one session per week being full from the beginning of the year. Staff numbers had stabilised and as interest in after school club grew it was felt necessary to recruit another member of staff solely to help with those children.

Little Pips had a difficult time with a problem with the roof in the office and in the children's room. This caused lots of damage to resources and inconvenience for us. Because of this problem the landlord agreed to reduce our rent for four months.

October / November 2022 - The financial situation is stable at this present time. Salary proposal put forward for all members of the Committee in preparation for April.

- Holiday Club was progressing very well.
- AGM took place in November, and it was Pippa's last meeting as a Committee member.
- It was agreed that the Pre-school was going to be decorated in July (hallway and toilets).
- During this period Little Pips employed three more members of the staff.

December 2022 – Always a busy month and exciting time for the children. After School club has increased to an average of 10 children each afternoon. The percentage of occupancy at this time was 85%.

January 2023 – The Committee agreed to review and increase staff salaries for April. This decision was made based on affordability, length of service, qualifications, performance, responsibility and skills. It was agreed that staff were going to get paid additionally for two hours for doing paper work from home (monthly).

February / March 2023– Due to the increased number of children, we recruited two new staff members, one for After school club and another for Pre-school.

April/ May 2023- Finances are stable and building a good cash reserve. Roof work in progress. Members of staff have increased hours to allow us to expand the after-school club spaces.

June / July 2023 – Finances were considered to be in good order. Committee discussed the need of hiring a small room for the office to allow for expansion, as we were nearly full and were having to turn children away. The academic year ended with a Leavers ceremony in the main hall of the Camden centre, with many families attending to say farewell to the 32 children leaving to go to school in September. The year ended on a positive note. The new term ahead held promise of a healthy take up of places, much interest in places and a settled staff team.

Children

The 2022/2023 academic year started with 42 children on roll, 10 of which had taken up free education for two-year olds and 26 children were in receipt of free entitlement for three- and four-year olds. This year had a reasonable take up of chargeable sessions.

30 hours Free Education

In total 15 children accessed the scheme across the year.

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023

Staff

All staff returned in September 2022 and Little Pips employed a new staff member to work with the After School scheme.

Transitions

32 children left us to start Reception class in September 2022. The relevant paperwork and phone calls to support these transitions to local schools took place as usual.

Financial

The beginning of the financial year was promising as take-up of spaces was better than average for the time of year.

SEND (Special Education Needs and Disability)

Support and intervention have continued across the year for those children identified with additional needs.

Financial review

During the year under review the charity made a surplus of £25,504, compared with a surplus of £14,368 in the previous financial period. Total income for the year was £205,015 (2022: £162,027) and included £145 (2022: £3,997) from donations and grants. Total expenditure was £179,511 (2022: £147,659).

Reserves policy

The charity's unrestricted free reserves at 31 August 2023 were £51,290 (2022: £25,786). The trustees consider that the charity needs to hold sufficient reserves to meet its running costs for 3 months which is estimated to be £33,000.

A financial plan was drawn up within the last financial year which included promoting the extended opening hours and wrap around care during holidays and after school for children up to the age of seven. The fees for all services have increased, along with funding rates, which will continue to generate a good income.

Post year end the position has improved further as the number of children enrolled has continued to increase and there is already waiting list in place for September 2024. This has resulted in a more stable financial position and the charity continues to build reserves.

This report was approved by the trustees on18/06/2024..... and signed on their behalf by:


.....

Mrs A Johnson
Trustee

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the Trustees of Little Pips Pre-School at The Camden Centre

I report to the trustees on my examination of the accounts of Little Pips Pre-School at The Camden Centre ('the Charity') for the year ended 31 August 2023.

Responsibilities and basis of report

As the Charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

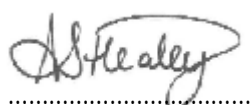
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.


.....

Amy Healey FCA CTA DChA
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

Dated: 18 June 2024

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

		<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>	<i>Total funds 2022 £</i>
	Note			
Income from:				
Donations and grants		145	145	3,997
Charitable activities				
Fees, Local Authority funding and after-school clubs		203,899	203,899	157,263
Other trading activities				
Fundraising events and uniform sales		124	124	763
Investments				
Bank interest receivable		-	-	4
Other income		847	847	-
		<u>205,015</u>	<u>205,015</u>	<u>162,027</u>
Expenditure on:				
Charitable activities	2	<u>179,511</u>	<u>179,511</u>	<u>147,659</u>
Net income and net movement in funds		25,504	25,504	14,368
Total funds brought forward		<u>25,786</u>	<u>25,786</u>	<u>11,418</u>
Total funds carried forward	6	<u><u>51,290</u></u>	<u><u>51,290</u></u>	<u><u>25,786</u></u>

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

BALANCE SHEET

AS AT 31 AUGUST 2023

	Note	£	2023 £	£	2022 £
Current assets:					
Debtors	4	3,355		9,185	
Cash at bank and in hand		51,203		19,062	
		<u>54,558</u>		<u>28,247</u>	
Creditors: amounts falling due within one year	5	(3,268)		(2,461)	
Net current assets			51,290		25,786
Total net assets			<u>51,290</u>		<u>25,786</u>
The funds of the charity:	6				
Unrestricted funds			51,290		25,786
			<u>51,290</u>		<u>25,786</u>

The financial statements were approved by the Board of Trustees on and signed on their behalf by:



.....
Mrs A Johnson
Trustee

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - ("Charities SORP FRS 102"), the Financial Reporting Standard applicable in the UK and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in pounds sterling and rounded to the nearest pound.

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

There are no significant areas of judgement or estimation uncertainty.

1.2 Income

Income in relation to fees and Local Authority funding is recognised in the period in which the places for which the fees are charged or the funding is received are attended by the children.

Donations and grants are recognised when the charity has entitlement to the funds, the receipt is probable and the amount can be reliably measured. For donations this is usually on receipt. For grants this is usually when a formal offer is made in writing, unless the grant contains terms and conditions which must be met before the charity is entitled to the funds. Income from uniform sales is recognised when title of the goods transfers to the purchaser. Income from fundraising events is recognised when the event takes place.

1.3 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount required to settle the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Irrecoverable VAT is included. Expenditure is classified under headings that aggregate all costs related to that category. Support and governance costs have been allocated to the charity's one charitable activity.

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies continued

1.4 Financial instruments

The charity only has financial instruments which are classified as basic financial instruments. Short-term debtors and creditors are measured at the settlement value. Any losses from impairment are recognised in the Statement of Financial Activities.

1.5 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds can only be used for a specific purpose as specified by the donor.

1.6 Status

Little Pips Pre-School at The Camden Centre is an unincorporated charity registered with the Charity Commission in England and Wales. Its registered address is The Camden Centre, Unit 2, Market Square, Royal Victoria Place, Tunbridge Wells TN1 2SW.

2 Expenditure on charitable activities

	2023 £	2022 £
<i>Activity: Pre-school education</i>		
Staff costs (see note 3)	131,208	95,877
Equipment and resources	3,191	4,920
Hire of hall	33,183	36,244
Ofsted registration	220	220
<i>Support costs:</i>		
Administration	5,178	2,317
Telephone and computer costs	1,659	2,714
Utilities	346	617
Insurance	1,206	1,206
Payroll services	1,280	1,106
<i>Governance:</i>		
Independent examiner's fees:		
Independent examination	2,040	2,438
	<u>179,511</u>	<u>147,659</u>

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

3 Staff costs and remuneration of key management personnel

	2023 £	2022 £
Wages and salaries	129,445	94,693
Employer's National Insurance	-	-
Employer's pension contributions	1,763	1,184
	<u>131,208</u>	<u>95,877</u>

The average number of employees on a headcount basis was 12 (2022: 10). No employee received employee benefits in excess of £60,000 (2022: Nil).

The key management personnel are considered to be the trustees. During the year, no trustees received any remuneration or benefits nor were reimbursed for any expenses in their capacity as trustees (2022: £Nil). Mrs A Johnson and Mrs F Harvey, trustees, were remunerated for their role as a teacher in the pre-school. Their aggregate remuneration, including employer's National Insurance and employer's pension contributions, was Ms A Johnson £30,783 (2022: £27,384) and Mrs F Harvey £11,733 (2022: £10,805).

4 Debtors

	2023 £	2022 £
Fees receivable	705	831
Prepayments	1,508	1,508
Taxation and social security	1,142	6,846
	<u>3,355</u>	<u>9,185</u>

5 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	2,861	2,156
Other creditors	407	305
	<u>3,268</u>	<u>2,461</u>

Accruals and deferred income includes £597 (2022: £nil) of deposits paid in advance by parents who have reserved a place for their children in September 2023.

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

6 Movement in funds

<i>Current year</i>	<i>Brought forward</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Carried forward</i> £
Unrestricted funds	25,786	205,015	(179,511)	51,290
	<u>25,786</u>	<u>205,015</u>	<u>(179,511)</u>	<u>51,290</u>
<i>Prior year</i>	<i>Brought forward</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Carried forward</i> £
Unrestricted funds	11,418	159,094	(144,726)	25,786
Restricted funds	-	2,933	(2,933)	-
	<u>11,418</u>	<u>159,094</u>	<u>(144,726)</u>	<u>25,786</u>

The restricted fund in the prior year related to a grant provided by Kent County Council to purchase resources. The grant was for £2,933 and was included in grants and donations. The full amount was spent last year and was included in expenditure on charitable activities.

7 Analysis of net assets between funds

	<i>Unrestricted funds</i> 2023 £	<i>Restricted funds</i> 2023 £	<i>Total funds</i> 2023 £	<i>Total funds</i> 2022 £
Current assets	54,558	-	54,558	28,247
Creditors	(3,268)	-	(3,268)	(2,461)
	<u>51,290</u>	<u>-</u>	<u>51,290</u>	<u>25,786</u>

In the previous year, restricted funds of £Nil were held in current assets.

LITTLE PIPS PRE-SCHOOL AT THE CAMDEN CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

8 Operating lease commitments

At 31 August 2023 the charity was committed to making the following payments under non-cancellable operating leases:

	2023 £	2022 £
Buildings:		
Payable not later than one year	36,200	36,200
Payable later than one year but not later than five years	9,050	45,250
	<u> </u>	<u> </u>

9 Related party transactions

The wife of Mr A Nailor, trustee, is employed by the charity as Deputy Manager and received remuneration, including employer's National Insurance and employer's pension contributions, of £15,157 during the year (2022: £10,721). There are no other related party transactions.

10 Post year end events

Following the year end the trustees' have made the decision to become a Charitable Incorporated Organisation. This is subject to the Charity Commission approving the application.