

**Final report for AGM February 2024**  
**Chair's Report for the Year 2022-2023**  
[1 September 2022-31<sup>st</sup> August 2023]

Presented to the AGM on 8<sup>th</sup> February 2024 and submitted to the Charities Commission as part of the Charity's Annual Return.

**Reference and Administration details:**

Charity Name: Haslingfield Little Owls Pre-school CIO  
Registered Charity No: 1174884

Charity's Principal Address:  
Haslingfield Little Owls Pre-School CIO  
Haslingfield Methodist Church  
High Street  
Haslingfield  
Cambridge CB23 1JW

**Name of the Charity Trustees who manage the Charity:**

Trustee Name	Office [if any]	Dates acted if not for whole year
Heather Bailey	Chair	Appointed as Chair 22 <sup>nd</sup> November 2022
Charlotte Soules	Secretary	Appointed as Secretary 22 <sup>nd</sup> November 2022
Julie York	Treasurer	Appointed as Treasurer 22 <sup>nd</sup> November 2022
Sue Barnard	Vice-Chair	Appointed 22 <sup>nd</sup> November 2022
Alison Power	Head of Fundraising	Appointed 22 <sup>nd</sup> November 2022

**Structure and Governance**

The Model CIO Constitution for Childcare Providers 2013 from the Pre-School Alliance [now Early Years Alliance] has been adopted and remains unaltered.

Membership will consist of:

[1] Family Members – family of children

[2] Affiliate Members – anyone interested in furthering the aims of the charity.

### **Trustees will consist of:**

- [1] A minimum of 3 members (Chair, Treasurer, Secretary: *Mandatory roles*)
- [2] A maximum of 12 members
- [3] Where possible, with at least 60% members having children at the pre-school.

Trustees are appointed and reappointed annually at the Annual General Meeting. All trustees give their time voluntarily and receive no remuneration or other benefits.

### **Objectives and Activities**

Our objectives continue to be to work for the public benefit with regards to the development and education of children by:

1. Promoting their care and safety.
2. Promoting their education and promoting parental involvement.
3. Promoting their health and wellbeing.
4. Providing services to support them and their families and carers.
5. Providing services to individuals holding membership of the CIO.
6. Furthering the aims of the preschool learning alliance [now the Early Years Alliance].

The Trustees have given careful consideration to the Charity Commission's public benefit guidance. Our activities have contributed to be the provision of Early Years care to children aged 2-4 [inclusive].

### **Chairs Introduction**

2022-2023 has been a very interesting year for Little Owls, reaching a low point towards the end of the Autumn term/start of the Spring Term but due to the brilliant teamwork from staff, committee and community ended the Summer term in a very positive position. Our manager, Kayleigh has remained focused on an ethos which promotes emotional well-being, togetherness and friendship and continues to lead the Setting in such a way with wonderful outcomes for the children.

I would like to thank our incredible staff team – Kayleigh, Katie, Sobia, Charlotte and Caroline. Their commitment to Little Owls is extraordinary bringing experience, creativity and a passion for Early Years which makes Little Owls the lovely setting it is.

### **Achievements and Performance**

Autumn Term 2022: Child numbers were low due to a large cohort of children leaving Little Owls at the end of the Summer Term to start school in September resulting in a financial shortfall. At half term the Deputy Manager stepped down and the difficult decision was taken by the previous committee to close the afternoon sessions from the beginning of the Spring Term to try and ease the financial situation.

Spring Term 2023: The Deputy Manager was reinstated which strengthened the management team meaning that Setting could stay open in the event the Manager or Deputy Manager were absent for any reason. They were supported by two L3 practitioners and one bank staff. In February we reviewed the financial situation, and it became apparent that despite the planned extensive fundraising programme we were still looking at a significant

shortfall in funds. In addition, the extra money to cover the rise in the minimum wage which came into force on 1<sup>st</sup> April 2023 had to be factored in. An Appeal to the community was launched towards the end of February which was hugely successful, and we are very grateful for all the support that was given to us at that time. I would also like to also thank the Parish Council for their generous donation of £3,000.

### **Small initial changes that made a difference**

#### **Signposting**

Early in the Spring term we began to focus on advertising and promoting the preschool. The outside space used by the children requires extensive refurbishment and there was just one poster on the Notice Board at the entrance of the Methodist Chapel indicating the location of the preschool. It was decided that the preschool needed to be more visible within the village. In the Easter holidays further signs were erected at the entrance to the Methodist Church and on the gate at Setting. Information posters were also placed on the Village Hall and Parish Council Notice Boards at the recreation ground. In addition, the entrance gate to Setting was re-stained, new planters put in situ by the main door and the Little Owls Notice Board refurbished.

**Advertising/Recruitment:** Every opportunity was taken to advertise and promote the preschool. From Easter until the end of the Summer Term information about the preschool and future fundraising events was displayed on two large boards in the reception area of the Methodist Church. A tri-fold information leaflet was designed advertising Little Owls, which was handed out and displayed at all our fundraising events and 'Little Stars' [mother & toddler group] which proved very useful initiating discussions with new prospective parents.

Summer Term: As with the previous two terms our focus was continuing the fundraising programme; we were involved on both days of the King's Coronation weekend in May, and finally finished in June with the Strawberry Fair.

In the second half of the Summer term with numbers of children attending and enquiries increasing our focus turned to staffing levels. We advertised for a full-time member of staff – 3<sup>rd</sup> in Charge – to strength the management team.

#### **Staffing**

Katie York was reinstated as Deputy Manager from the beginning of the Spring Term, and completed her Early Years Teaching Training at the end of the Summer Term. Becky Slater was recruited at the end of the Summer Term as 3<sup>rd</sup> in Charge and joined the team in the following Autumn term.

#### **Links with our Community**

We continue to be grateful for our strong links with other groups in our community. I would like to thank the Methodist Church for their continued support and for sharing their building with us.

We are also grateful to our local primary school – thank you to Donna Peck; Acting Head at Haslingfield school, who joined the management committee in a ring-fenced role focusing on the links between the pre-school and the primary school. I would also like to extend thanks to the Early Years advisory team at the County Council who have given us support this year.

Our gratitude extends also to the Parish Council for their continued support and their willingness to help Little Owls financially.

### **Reserves Policy**

The Reserves Policy was reviewed and no changes made in this academic year.

### **The Year Ahead**

Financial pressures and sustainability remain our top focus. With a strong staff team now in place we will be able to:

- Increase Hours: The afternoon sessions will be reinstated Monday, Tuesday and Wednesdays from the beginning of the Autumn Term 2023.

We will continue to:

- Staff Recruitment: Constantly review child numbers and recruit staff accordingly.
- Finances: A considerable fundraising programme will continue for 2023/24.
- Begin a programme to continue the refurbishment of Setting and rebuild Little Owls dwindling teaching resources.

### **Summary and Thanks**

We remain grateful to the committee, staff, parents, children and other stakeholders for everything they do to make Haslingfield Little Owls the wonderful setting that it is providing high quality care for the youngest members of our community.

Heather Bailey

Chair: Haslingfield Little Owls Pre-School Management Committee

## **Haslingfield Little Owls**

### **Independent Examiners Report to Trustees**

As requested, I have carried out an examination of the accounts for year ending 31st August 2023 as presented to me by the Treasurer.

#### **General review**

1. The financial situation has vastly improved from last year with a substantial increase in fund raising and donations. Just to note that donations also include £5,600 for Katie. There is also an increase in expenses for Katie.
2. I was pleased to see that a register of invoices has been maintained so that payment of invoices can be monitored. However this did indicate that about £3,500 was outstanding. As it is unlikely that these will be collected they have not been included as accrued income. A process should be developed to chase up on outstanding amounts for 2023-24.
3. The Examiners Certificate and final accounts have been sent to Julie.
4. I would like to thank Julie for her help during some difficult circumstances and I understand that 2023-24 is now in a better state.

#### **Scope of activities**

1. I have checked the payments to the vouchers, invoices and supporting receipts where these were available.
2. I have checked the receipts entries to the vouchers and supporting documentation where this was available. As a number of these are cash transactions it is not possible to confirm their completeness.
3. I have agreed the financial statements to the supporting records.
4. I have agreed the bank account balances in Balance Sheet to the appropriate third party documentation.
5. I have raised appropriate queries with the Treasurer and sought the necessary responses.

#### **Issues arising**

1. There does seem to have been a number of issues arising from the handover of the treasurership to Julie mainly caused by the bank.
2. There were a number of receipts for payments that were missing but I have received

assurances from Julie that no payments were made without being properly supported.

The level of expenditure seems consistent to last year.

3. There is a substantial balance in the current account which should be transferred to the deposit account to earn some interest.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name  
**Haslingfield Little Owls Preschool CIO**

#### On accounts for the year ended

**31<sup>st</sup> August 2023**

Charity no  
(if any)

**CEO012367**

#### Set out on pages

**1 to 3**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**.

#### 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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: **12.02.24**

Name:

**David J Rowe**

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

**Fellow of CIMA & CGMA**

Address: 16 Wytherlies Drive  
Bristol  
BS16 1 HX

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Nothing to report



Haslingfield Little Owls  
INCOME AND EXPENDITURE ACCOUNT  
1st September 2022 to 31st August 2023

	12 months 2022/23	12 months 2021/22
<b>INCOME</b>		
Fees	36,375	44,029
Fund raising income	9,955	2,372
Donations	18,615	4,327
Miscellaneous income	0	12
Interest	60	-
Interest	0	-
<b>Total Income</b>	<b>65,004</b>	<b>50,739</b>

<b>EXPENDITURE</b>		
Wages and salaries	38,240	44,163
Fund raising expenditure	1,943	233
Rent	6,623	6,967
Professional fees	699	664
Equipment purchases	3,986	2,465
Insurance	239	1,048
Miscellaneous expenses	147	351
Training	440	264
Subscriptions	910	1,012
<b>Total Expenditure</b>	<b>53,226</b>	<b>57,167</b>
<b>Surplus (Deficit)</b>	<b>11,778</b>	<b>(6,428)</b>

Haslingfield Little Owls  
BALANCE SHEET  
As at 31st August 2023

	2022/23	2021/22
<b>CASH</b>		
Cash (bank current account)	21,995	8,893
Cash (bank deposit account)	10,073	10,013
Cash in hand		
<b>Total Cash</b>	<b>32,068</b>	<b>18,906</b>

<b>DEBTORS</b>		
Prepayments and accrued income	334	
Interest accrued		
Milk refund		
Unpaid fees		138
Fund raising income		
Fees received late	0	
<b>Total Debtors</b>	<b>334</b>	<b>138</b>

<b>CREDITORS</b>		
Invoices payable		
Refund of fees (covid)		
Balance of August Salaries Owed	(777)	
Holiday pay		
Expenses Due	(260)	
Fees paid in advance	(3,503)	(3,356)
PAYE	(450)	(54)
Donation HPC for next fy		
Fundraising income		
<b>Total Creditors</b>	<b>(4,990)</b>	<b>(3,410)</b>
<b>Total</b>	<b>27,412</b>	<b>15,634</b>

<b>ACCUMULATED FUND</b>		
Balance brought forward	15,634	22,062
Surplus/(Deficit) for the year	11,778	(6,428)
<b>Total</b>	<b>27,412</b>	<b>15,634</b>