

## **Chair's Report for the Year 2023-2024**

**[1 September 2023-31<sup>st</sup> August 2024]**

Presented to the AGM on 27<sup>th</sup> January 2025 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 Charity Trustees who manage the Charity:**

<b>Trustee Name</b>	<b>Office [if any]</b>	<b>Dates acted if not for whole year</b>
Heather Bailey	Chair	Appointed as Chair 22 <sup>nd</sup> November 2022
Charlotte Soules	Secretary	Appointed as Secretary 22 <sup>nd</sup> November 2022 Resigned: February 2024
Julie York	Treasurer	Appointed as Treasurer 22 <sup>nd</sup> November 2022
Sue Barnard	Vice-Chair  Head of Fundraising Acting Secretary	Appointed 22 <sup>nd</sup> November 2022 Resigned: February 2024 Appointed Head of Fundraising March 2024 Appointed 'Acting Secretary' June 2024
Alison Power	Head of Fundraising	Appointed 22 <sup>nd</sup> November 2022 Resigned: March 2024
Natalie Carter	Social Media/Website	Appointed April 2024

### **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].

## **General 2023-24**

It is so rewarding to report that Haslingfield Little Owls preschool has a bright future after the challenges it faced in 2022/23. This year has seen continual growth and stability, with increasing child numbers and a brilliant teach team, led by Kayleigh Kearns. The total number of children attending the preschool increased from 11 at the beginning of the Autumn term 2023 to 24 at the end of the summer term 2024.

Forest School: Forest school led by Becky Slater was introduced in January 2024 which is hugely popular with the children. Presently this is offered one afternoon a week but with extra staffing in the future we hope to expand to further sessions being offered.

## **Finances:**

Whereas our main focus in 2022/23 was raising as much money as possible to ensure the future of the preschool and invest in staffing etc., this year we focussed more on resources and with the support of the Parish Council, were able to purchase new furniture and further teaching resources for Setting. Members of the Parish Council were invited to visit Setting in July 2024 to chat to staff and see the new equipment in situ.

## **Staff**

Our manager, Kayleigh Kearns has remained focused on an ethos which promotes emotional wellbeing, togetherness and friendship. With her "Hygge in the Early Years" curriculum and leader training, children are offered a sense of security and wellbeing giving a sense of Setting being like an extension of home. Kayleigh resigned as Manager in July 2024.

In July 2024 Katie York was promoted to Manager and Becky Slater promoted from 3<sup>rd</sup> in Charge to Deputy Manager. The committee will advertise for a 3<sup>rd</sup> in Charge to join the teaching team at the beginning of the Autumn Term 2024.

I would like to thank our incredible staff team for their commitment to Little Owls which is extraordinary and collectively they bring a wide range of experiences, creativity, kindness and a passion for Early Year. Thank you to all of you for your hard work.

## **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.

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. Thank you also to Sheila Walker, Church and Village magazine, for her support over the year.

## **Committee:**

This year has seen significant changes with Little Owls Committee. Following the last AGM in February 2024 only three members remained. Charlotte Soules resigned as Secretary, Alison Power resigned as Head of Fundraising. Sue Barnard stepped down as Vice-Chair and took on the role of Head of Fundraising from March 2024, and acting Secretary whilst DBS and Suitability checks were underway with a new committee member.

Natalie Carter joined the committee in April 2024 as a general member with responsibility for Social Media and Website. With so few Committee members it has been a struggle at key times – especially when running the fundraising events.

## **The focus of our year ahead: 2024/25**

Our focus for the year ahead is to continue building on the success we have achieved over the past year, to expand where possible sessions for Forest School and increase staffing to meet the demand on places, presently we have waiting lists in operation.

Finances: Like so many charity run pre-schools finance continues to be a major challenge and the proposed increase in Minimum Wage by the Government this April 2025 once again is going to have a huge impact on finances. Fundraising remains key in providing extra money to continue the financial stability of the preschool.

Future of the preschool: For the preschool to be sustainable in the future a major change is required, i.e. it needs its own base where it can operate a full day to meet the needs of all families especially where parents are both working. The current committee's discussions with the wider community remain ongoing.

## **Committee**

The Chair and Treasurer have to stand down having completed their two years in office. The Chair will remain on Committee as Vice-Chair. The Head of Fundraising is also standing down. Both the Treasurer and Head of Fundraising will remain full committee members, offering support to new members. Following the AGM a new fundraising sub-group will be formed independently of the Little Owls Committee, with one or two members reporting to Little Owls meetings.

## **Summary and thanks to committee**

I would like to finish by saying a big thank you to every member of the committee who have worked tirelessly for the past 12 months. Thank you to all the parents who have helped in various capacities and who have donated generously to Little Owls.

Heather Bailey

Chair: Haslingfield Little Owls Preschool

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## **Fundraising Report 2023-2024**

Fundraising was down a bit in 2023/2024 compared to 2022/23. A few of the key areas were:

**Bonfire Night [-£400]** A decision had been taken following the fireworks event in 2022 when a record number of people were in attendance, to reduce the number of tickets sold to make the event safer.

**Football Refreshments: [-£942]** 2023 was an extremely cold wet spring, many matches including cup games were cancelled due to bad weather or frozen pitches. Also we had not run refreshments on some dates in the Autumn term as they clashed with events like Christmas Fair, or Bonfire night.

The two Coronation events raising £905 and Easter Egg Hunt raising £325 in 2022/23 were not repeated in 2023/24.

However we still had a very successful year raising a further £7,131.64 for Little Owls funds.

### **FUNDRAISING: 2023/34**

Date	Event	Amount	2025
10 October	Pop Up Coffee Shop	£ 400.00	£0
November	Bonfire Night	£2,490.55	£2,450.00
November	Christmas Fair	£ 690.00	£ 290.00
20 January	Jumble Sale	£1,116.00	£1,200.00
12 March	Pop Up Coffee Shop	£ 255.15	
13 March	Repair Café Eco Group	£ 72.50	
20 May	Parish Council AGM		

	Cash	£ 34.00	
	Zettle	£ 26.00	
	+ £100 donation	£ 100.00	
May	Football : Total for season	£1,159.17	£1,359.00
23 June	Village Neighbourhood Plan [Cash £196.27] [Zettle £98.00]	£ 294.27	
5 July	Strawberry Fair : BTransfer MC [Zettle £61.00]	£418.00 £ 61.00	
July	Plant Stall Barton Road	£ 15.00	
	<b>Total</b>	<b>£7,131.64</b>	

The Autumn term is always extremely busy with three events planned.

We got off to a good start in October 2023 with the Pop Up Coffee morning held at the Methodist Church raising £400.

One of our main fundraising events of the year is the annual fireworks display held in the Wellhouse Meadow in November, which we host in collaboration with the Scouts. This year £2,490 was raised with 1,000-1,200 people in attendance. For me personally this is one of the highlights of our fundraising calendar and the most enjoyable.

Just a few weeks later, also in November, was the annual Christmas Fair which is organised by the Methodist Church where Little Owls is responsible for refreshments. A small selection of hot food items were introduced alongside the normal festive cakes and pastries which was very successful. A further £690 was raised for LO funds.

## 2024:

Christmas and New Year had passed but there was no time to rest, as plans get underway for our second largest event which is the Jumble Sale, held in January at the Village Hall. Despite extremely cold weather and the footfall being less than previous years, we still raised a further £1,116.00.

In March £255.15 was raised at a second Pop Up Coffee morning at the Methodist Church, and £72.50 was raised by selling refreshments at the Repair Café an event run by the Eco Group.

In the summer term we were involved with three further events. Annually we serve refreshments at the Haslingfield Parish Council AGM which is held in May. In addition to £60 that we raised the Parish Council made a further donation of £100 for Little Owls funds.

In June we were serving refreshments again, this time for the Village Neighbourhood Plan group where a further £294.27 was raised.

Our final event of the year was the Strawberry Fair held in early July. One never to be forgotten. We set up early in the morning in lovely sunshine, the bunting was flying in the breeze, but heavy showers were forecast. We had the option to move the games inside, but chose to stay outside in the gardens. Almost to the minute the event was due to start, it began to rain and once it started it never stopped, everything on the stalls got absolutely soaked, but people still came and tried to 'Hook a Duck'! But despite everything we still raised £479.

In addition to our main fundraising events we also support Haslingfield Colts Football Club by providing refreshments every Saturday morning at the recreation ground. In the Autumn Term this was primarily Alison and myself with one or two extra volunteers on odd weeks. When Alison stepped down from Head of Fundraising at the February AGM 2024 I then continued to do this event by myself. The amount raised for the season was £1,159.17.

A huge thank you to everyone who has helped with fundraising this year, whether baking cakes, cooked for us, run stalls, helped sort jumble, publicised the events, put up posters or just come along to enjoy the events. We couldn't have raised so much money without you. So thank you everyone.

Sue Barnard [Head of Fundraising]

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### **Treasurer's Report – 27/01/2025**

Attached are the current reports for income and expenditure up to 31/08/2024 for your information and approval.

Profit and loss report for 2023/2024 academic year.

#### **Current situation**

- £23,988 = account(s) balance as of 31/08/2024 (£32,064 prior year)  
(Current account £3,765 (£21,995 prior year))
- Savings account £20,223 (£10,069 prior year)
  
- Income for this financial year totals £67,627 (prior year £65,000)
  1. Fees and Early Years Funding: £54,799 (prior year £36,375)
  2. Outstanding fees: £3,125
  3. Fundraising: £7,702\* (prior year £9,955)
  4. Donations: £4,977 (including £2,963 donation from HPC) (prior year £18,615)
  
- Expenditure: £73,566 (prior year £52,038)
  1. The largest expenditure is on staff salaries £56,370 (prior year £37,013)
  2. Rent is £7,608 (prior year £6,623)

Our income versus expenditure has left us with a deficit of £5938 (prior year surplus of £12,962)

#### **Savings account**

- Our savings account holds £20,223 (prior year £10,073). This provides 3 months of closure costs, should we need to close. Committee reviewed the amount to be kept in reserve and decided to increase the amount to reflect the increase in rising costs. *Charities Commissions recommends at least 3 months be held in reserve, to cover emergency costs, redundancy/closure liabilities etc.*

Our accountant/auditor also advised to move money into the savings account to increase interest earnings.

#### **General Position**

There are several reasons why we have incurred a deficit this financial year, low number of children at the start of the Autumn Term 2023, the large increase in the minimum wage, which was reflected in staff's salaries, small increase in funding of places for 3 and 4 year olds. Outstanding fees have also contributed to the deficit. The fee structure was changed to help families with childcare costs, this may need reviewing in the future.

The introduction of funded 2's for working parents helped financially but the government funding of all 3 and 4 year olds remains below the actual cost of providing a place for the child. With an increase of 4.75% from April 2025, bringing the funded hour from £5.40 to £5.66 per hour, and with the 6.7% increase in National minimum wage together with the added increase in employers national insurance contributions, extra strain will be placed on the finances. However, with the number of children requiring a place in September 2024 increasing, the outlook for the coming academic year looks more stable than in recent years.

As with previous years we will need to fundraise for the academic year 2024-25 to bridge the gap in the government funding.

\*Fundraising report for the year 2023-2024 (1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024)

*Fundraising events: Annual village bonfire, Christmas Fair, Jumble Sale, Strawberry Fair, Football refreshments, coffee mornings and refreshments provided for several village events, small amounts from Easy Fundraising.*

Report ends.

Thank you,

**Julie York**

**Treasurer**



<b>Haslingfield Little Owls</b>		
<b>INCOME AND EXPENDITURE ACCOUNT</b>		
<b>1st September 2023 to 31st August 2024</b>		
	<b>12 months</b>	<b>12 months</b>
	<b>2023/24</b>	<b>2022/23</b>
<b>INCOME</b>		
Fees	54799	36375
Fund raising income	7702	9955
Donations	4977	18615
Miscellaneous income	0	0
Interest	149	60
Interest	0	0
<b>Total Income</b>	<b>67627</b>	<b>65004</b>
<b>EXPENDITURE</b>		
Wages and salaries	56370	38240
Fund raising expenditure	1389	1943
Rent	7608	6623
Professional fees	550	699
Equipment purchases	5156	3986
Insurance	633	239
Miscellaneous expenses	278	147
Training	651	440
Subscriptions	931	910
<b>Total Expenditure</b>	<b>73566</b>	<b>53226</b>
<b>Surplus (Deficit)</b>	<b>-5938</b>	<b>11778</b>
<b>Haslingfield Little Owls</b>		
<b>BALANCE SHEET</b>		
<b>As at 31st August 2023</b>		
	<b>2023/24</b>	<b>2022/23</b>
<b>CASH</b>		
Cash (bank current account)	3765	21995
Cash (bank deposit account)	20223	10073
Cash in hand		
<b>Total Cash</b>	<b>23988</b>	<b>32068</b>
<b>DEBTORS</b>		
Prepayments and accrued income	419	334
Interest accrued		
Milk refund		
Unpaid fees	3125	
Fund raising income		
Fees received late	0	
<b>Total Debtors</b>	<b>3544</b>	<b>334</b>
<b>CREDITORS</b>		
Invoices payable		
Refund of fees (covid)		
Balance of August Salries Owed		-777
Holiday pay		
Expenses Due		-260
Fees paid in advance	-5607	-3503
PAYE	-450	-450
Donation HPC for next fy		
Fundraising income		
<b>Total Creditors</b>	<b>-6057</b>	<b>-4990</b>
<b>Total</b>	<b>21474</b>	<b>27412</b>
<b>ACCUMULATED FUND</b>		
Balance brought forward	27412	15634
Surplus/(Deficit) for the year	-5938	11778
<b>Total</b>	<b>21474</b>	<b>27412</b>





**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Haslingfield Little Owls

**On accounts for the year  
ended**

31<sup>st</sup> August 2024

Charity no  
(if any)

CEO012367

**Set out on pages**

1 to 2

(remember to include the page numbers of additional sheets)

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:**

4th March 2025

**Name:**

David J Rowe

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

FCMA, FGMA

**Address:**

16 Wytherlies Drive Bristol BS16 1HX