

## **Tiny Tots**

**Trustees' Annual Report for the period 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

## **Reference and Administrative Details**

**Charity Registration Number:** 1183769

**Early Years Alliance Membership Number:** 204826

**Trustees:** Samuel Ross Weeks; Helen Jane Chapman; Janice O'Halloran and Alice Clark-Wheeler.

**Principle Address:** Mudeford Wood Community Centre, Pipers Drive, Christchurch, Dorset, BH23 4TR

## **Objectives and Activities**

Tiny Tots ('the charity') works for the public benefit having as its' objects the development and education of children and young people in particular 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; and (6) furthering the aims of the pre-school learning alliance.

Tiny Tots provides an inclusive, diverse and stimulating setting of early years play, and education, for babies and toddlers. Through this setting, we facilitate a social support network for parents, carers and guardians. Our services are delivered through weekly, term-time sessions from a community facility, Mudeford Wood Community Centre, in the heart of Mudeford, Dorset.

We, the trustees, use the guidance and information made available by the Charities Commission as necessary to ensure right, fair and proper governance and practice. We regard guidance issued by the charities commission on public benefit, and work to ensure Tiny Tots is governed in accordance with its governing document, thus ensuring the main activities of Tiny Tots continue to work for the purposes of public benefit.

Volunteers' dedicate their time to the day-to-day running of sessions, preparation and planning of activities as well as fundraising events. Volunteers work hard to follow the policies and procedures as set out by Tiny Tots, and to promote good practice, furthering the work of Tiny Tots to meet its charitable objectives as set out in our governing document. Volunteers' bring a valuable range of skills and experience to Tiny Tots. Their input is respected and valued by childcare practitioners and the trustees'. The Trustees' recognise volunteers further the activities of the charity in meeting its charitable objectives greatly and would like to highlight our gracious thanks to our team of dedicated volunteers.

Tiny Tots is not a grant making charity, nor is social investment a core part of the charities' activities. Therefore, Tiny Tots does not have a policy to cover either activity.

## **Achievements and Performance**

Tiny Tots run a high-quality early years setting, offering a safe and stimulating environment for young children and families to socialise and network. Our group provides an environment which helps families interact and share experiences. This promotes early year's education and supports the mental health of parents, carers and families combined. In our previous annual report, we outlined the increased access we have seen to our service, a change from the previous seasonal trends we have experienced. During the 2022 – 2023 reporting period, we again saw a more consistent access of services, and welcomed the largest number of new members to date, at the start of the new academic year. We always experience this change in September, as older children move to pre-school services, and new families begin to access us after the summer break.

For the first time, during the 2022 – 2023 reporting period, Tiny Tots formally collected feedback from parents, by distributing an impact measurement questionnaire. Feedback has continually been collected from members, but this has historically been verbal conversations with childcare practitioners, as they build a rapport with families. Collecting this information through surveys removes the potential of response bias, which could have been experienced through our previous collection methods – families could have felt uncomfortable expressing negative feedback to childcare practitioners. The findings used in this report are based on the responses of 42 respondents.

A finding from our impact questionnaire was that 90% of families rate the activities and variety equipment available as excellent – this was measured on a 5-point Likert Scale, where 1 was very poor, and 5 was excellent. The trustees regularly invest in new, industry leading, early learning equipment. The trustees are able to do so as a result of the continued fundraising efforts of members. A particular mention, in the qualitative section of feedback, was given to the sensory area, introduced in the previous reporting period by one of our volunteers. The area has been enhanced through continued development, and we have now amassed a range of equipment to create a different and engaging session that varies each week. The sensory area greatly promotes the care and development of young people, and encourages parental involvement in the education of said young people.

Our impact reporting also highlighted Tiny Tots successfully creates a 'welcoming and friendly atmosphere', where 85% of families feel the service offered by Tiny Tots is excellent value in comparison to the financial contribution we ask from members. We ask members for a nominal fee to access weekly sessions but will remove that fee if that becomes a barrier for any given family. This is evaluated on a case-by-case basis, through conversations between members and childcare practitioners. The cost of these sessions is funded through the fundraising activities of the charity.

Finally, another highlight of the impact questionnaire is our craft area. Tiny Tots is proud to have a varied and creative weekly craft session, made possible thanks to a dedicated volunteer. Our craft area is very popular with families and was therefore highly praised by members.

### **Financial Performance**

The financial position of Tiny Tots continues to be favourable at the end of the organisations fourth year. Careful cost management from the trust, and extensive fundraising activities from members and volunteers are the primary contributing factors to the current financial position. The continued reinvestment of funds enhances the services already provided, and ensures the continued provision of the group.

Tiny Tots principle source of funds come from charging a nominal fee to access group sessions. Other sources of funding come from undertaking fundraising activities such as events and sourcing grants. Tiny Tots also receives income from donations.

The primary costs involved in the provision of Tiny Tots are subcontractors (childcare practitioners) and the hire of a community hall in which to run group sessions. Trustees regularly review the financial position of Tiny Tots to ensure the organisation operates with financial viability, as well as operating in line with the charitable objectives of Tiny Tots as set out in the governing document.

For the period 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023, Tiny Tots generated a net surplus of £1594.84, with a total income of £9797.66 and a total expenditure of £8202.82.

Previously, Tiny Tots has not held reserves due to the low nature of the finances handled and the infancy of the charity. Outgoings are low and can be brought to a minimal, almost nil, level if required. Tiny Tots also has a reliance on volunteers, who can run the delivery of charitable activities if necessary. The trustees review this policy each year and have agreed the current policy shall remain for the financial period ahead. As at 31<sup>st</sup> August 2023, Tiny Tots held a cash balance of £3,375.72. Tiny Tots has no funds materially in deficit.

During the Annual General Meeting (AGM) held on 8<sup>th</sup> October 2023, we discussed the principle risk faced by Tiny Tots is rising costs, due to the current ongoing financial crisis. We firstly noted the importance of access to charitable services and elected to freeze the cost of participation for another year – despite rising costs. This will mark the 3<sup>rd</sup> year running Tiny Tots has not asked members for an increased cost to access services. The biggest cost increase was the community hall in which Tiny Tots delivers its charitable services in the form of weekly, term-time sessions. The increased cost of hire is supported through fundraising events and donations. Tiny Tots does however have enough cash in hand to absorb a small amount of increased cost in the short-term.

When discussing our highest costs, the trustees noted that subcontracted childcare practitioners have not increased their fees in 4 years, and we thank them for their support in doing so. Our practitioners are vital to the ongoing success of the group, and through working in partnership with them, we greatly excel Tiny Tots' ability to meet its' charitable objectives with the greatest of ease.

### **Structure, Governance and Management**

Tiny Tots is a charitable incorporated organisation (CIO) and is governed by a constitution. Trustees are appointed at the AGM by volunteers and members of Tiny Tots. In accordance with the constitution, trustees serve for a term of two years, and may serve for a maximum of 5 consecutive terms. The day to day management of Tiny Tots is the responsibility of 2 subcontracted childcare practitioners, assisted by a core team of volunteers and trustees.

### **Exemptions, Disclosures and Declaration**

Tiny Tots has no trustees acting as a custodian for funds, resulting in no disclosures to be made in relation to trustees holding funds as a custodian, and thus no exemptions of disclosure.

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:



**Signature:**

**Full Name:** Samuel Weeks

**Position:** Trustee

**Date:** 4<sup>th</sup> May 2024

# Tiny Tots

## Profit and Loss Report

01 September, 2022 - 31 August, 2023

### Sales

4900 - Other income	140.16	
10000 - Fees	6,992.00	
10001 - Donations	1,095.00	
10002 - Fundraising Income	1,420.50	
10004 - Grants - Unrestricted In	150.00	
	<b>Total Sales</b>	<b>£9,797.66</b>

### Direct Expenses

**Total Direct Expenses** **£0.00**

**GROSS PROFIT / LOSS** **£9,797.66**

### Overheads

7500 - Printing	20.00
7520 - Office Stationery	6.00
8210 - Subscriptions	28.80
10005 - Room Hire	3,177.25
10006 - Subcontractors	3,675.00
10007 - Accreditations (Including Insurance)	83.18
10008 - Snack (For Children)	188.10
10009 - Refreshments (For Adults)	123.29
10010 - Fundraising Expenditure	198.62
10012 - Supplies (For Activities)	52.83
10013 - Consumables	102.91
10014 - Other Costs	134.20

10015 - Volunteer/Staff Entertainment	149.37	
10016 - End of Term Parties	114.57	
10017 - DBS	148.70	
	<b>Total Overheads</b>	<b>£8,202.82</b>
<b>NET PROFIT / LOSS</b>		<b>£1,594.84</b>