

CHARITY REGISTRATION NUMBER:1060119

Odiham Pre-School (Leapfrogs)

**Chairperson's Report
Trustees Report
and
Unaudited Financial Statements
Year Ended 31 August 2024**

Odiham Pre-School (Leapfrogs)

Chairperson's Report, Trustees Report and Unaudited Financial Statements

Year Ended 31 August 2024

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Odiham Pre-School (Leapfrogs)

Chairperson's Report

Year Ended 31 August 2024

Leapfrogs continues to operate a busy and popular role in the community of Odiham.

Pre-school was visited by Ofsted in May 2023, and received a judgement of 'good' in every category. Staff were complimented on their good use of routines, modelling of healthy behaviours, and the way children felt safe and well-supported in their learning including those with SEN. Excellent transition routines with the infant schools was also a notable comment from parents who completed questionnaires ahead of the visit.

The summer of 2023 saw an enjoyable pre-school trip to Miller's Ark Farm which was well-supported by staff, and a thoroughly enjoyable Super Pirates party ended the summer term.

With Covid now behind us the committee have been pleased to resume face-to-face meetings, which we hope will encourage greater participation from a wider group of parents going forward.

Enrolment

Numbers have been steady throughout the year, with 50-60 children on role at different points in the year. Teddy Class was full in September 2023 with a small waiting list which demonstrates the desirability of the setting.

There is an expectation that we will see increased applications for 2 year old places when the government funding for this age group is rolled out, and this will require careful management to maintain healthy numbers moving up to Caterpillar class.

Staff

Laura went on maternity leave, and during this time additional admin staff were hired to assist in the office to allow Tracy to be in the classroom more, although unfortunately due to an injury sustained at home, she was forced to leave at short notice. Larissa and Laura were given positions as deputies, which will assist Tracy invaluablely.

We also said farewell to Katie who had been on placement from Alton College but had been an asset to the team.

Fundraising

This has been a busy and effective year for fundraising, lead by Rebecca Goddard and supported by many of the committee members. Summer 2023 was initially less effective with fewer village events attended, but fundraising began again in earnest from the Autumn term, starting with a raffle and tea and coffee sales at the Autumn event in the church.

The Christmas Extravaganza was a very effective fundraiser, well-supported by donations from local businesses, and a stall which was consistently busy. The set up of a fundraising bank account and the purchase of a credit card reader simplified this for the treasurer.

Fundraising for the Easter Fun Day event raised sufficient funds to allow pre-school to bring in duck eggs in an incubator, so the children were able to watch the hatching process: something that was enjoyed by all.

Plans are in place to capitalise on the many village activities taking place over summer 24, but it has been recognised by the committee that much greater parental involvement of those outside the committee is necessary to staff stalls and source resources for ongoing fundraising efforts, both of which are becoming increasingly challenging with only staff and committee input.

Odiham Pre-School (Leapfrogs)

Chairperson's Report

Year Ended 31 August 2024

Finances

The Treasurer's report accompanying this will provide further details about setting's finances in relation to fees, wages, and balance sheets.

During the year, several substantial donations were received from businesses such as Top Soil, and the ongoing support of Odiham Consolidated Charities and the Parish council continued to be helpful, however we were unsuccessful in gaining funding via the RAF despite the high number of service children in the setting.

Lucy Hyde has now cemented her position as treasurer.

Clive Manby once again agreed to complete the Charity Commission Tax Return, but an alternative will need to be found for this role going forward.

Tracy Bodimeade and the committee have continued to discuss the need to increase fees and consumable, partially in response to the impending increase in 2 year old funding which runs the risk of exacerbating the shortfall created by the gap between our fees and Government 3 and 4 year old funding. Discussions on how best to manage enrolment and funded places will continue in the next academic year.

Grounds, Buildings and Admin

It is an ongoing challenge to maintain the standards in the pre-school grounds. A grounds day was cancelled in November due to the lack of parental availability, but another day is planned for the Spring.

A need was recognised to improve the website so that it has more functional use for parents. This is something that will need to be revisited in the new year.

Tracy has sought assistance with repairs to the outside covered area in Teddy class but it is proving difficult and expensive to get somebody to complete the work. This will have to be revisited in the new year.

Future

The setting continues to operate very effectively, supporting and developing new learners and preparing the older children brilliantly for their onward education. Threats to the setting including lower levels of parental participation in fundraising, uncertainty about the impact of a rise in Government-funded hours and the potential change in the number of 2 years old in the setting is something that will also need to be managed carefully going forward. On behalf of the committee I would like to extend huge thanks to Tracy and the rest of the staff for their unfailing energy and care for their young learners – their efforts are hugely appreciated by the families of all of the children.

Odiham Pre-School (Leapfrogs)

Trustees' Report

Year Ended 31 August 2024

The Trustees have pleasure in presenting their Annual Report and Unaudited Financial Statements for the year ended 31 August 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 of the accounts. They comply with the Charity's governing document, the Charities Act 2011, and the Accounting and Reporting by Charities: Statement of Recommended ("SORP"), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

Reference and administrative details

Charity registration number	1060119
Alternative name	Odiham Community Pre-School (Leapfrogs)
Governing document	Constitution adopted 8 October 1996
Principal address	Odiham Pre-School Recreation Road Odiham Hook Hampshire RG29 1NU
Trustees	Tracy Bodimeade Sarah Campbell (Chair) Appointed 30 April 2024 Lynne Parker Jonathan Telford
Independent Examiner	Trevor James FCA DChA FCIE Dormer Cottage Old Broyle Road West Broyle Chichester West Sussex PO19 3PR
Bankers	Lloyds Bank plc 174 Fleet Road Hampshire GU51 4DD
Email address	mail@leapfrogs-odiham.org.uk
Website	www.leapfrogs-odiham.org.uk

Objectives and activities

Odiham Pre-School is a small friendly, non profit childcare group for children aged 2 to 5 years. It is open 5 days a week, 38 weeks of the year. It has a wonderful team of caring, friendly staff all qualified to NVQ3 and above. Everyone is first aid trained and DBS checked. With a high adult-to-child ratio it is able to help each child develop to their full potential.

The Charity's Vision, Mission and Values are:

VISION

- That all children feel loved, valued and respected in a safe, happy place where differing needs are acknowledged, accepted and met and everybody is encouraged to develop to their fullest potential

Odiham Pre-School (Leapfrogs)

Trustees' Report

Year Ended 31 August 2024

- We encourage each child to be independent and develop a sense of responsibility for themselves and respect for others
- We know that each child is unique and therefore provide a stimulating and challenging range of activities that will engage children and develop their curiosity as individuals
- We develop children's confidence to give them a positive attitude to learning that will support them going forward
- We build strong partnerships with the community and future schools

MISSION

- To provide high quality education and care in an inclusive environment accessible to all

VALUES

- **Inclusion** – all children are welcomed
- **Positive Learning Environment** – an engaging and well-equipped learning environment that includes experienced and caring educators
- **Fiscal Responsibility** – a responsibility to its members and the community to manage our finances in a manner that will ensure our long-term sustainability
- **Accountability** – open communication with stakeholders is a key component in building positive long-term relationships
- **Partnerships** – fostering mutually beneficial partnerships within the community

Structure, Governance and Management

Charity Status

Odiham Pre-School ("The Charity") is governed by its constitution, adopted on 8 October 1996.

Recruitment, Appointment and Training of Trustees

Trustees are recruited in accordance with the constitution from known supporters of the Charity who share its aims and aspirations and who are believed to be able to bring a breadth and depth of experience and skills to the trustee body. On appointment Trustees will in future be provided with full information concerning the Charity and will be directed to appropriate Charity Commission publications and to the Charity Governance Code. All Trustees take seriously their obligations to maintain their knowledge.

Management

As a small charity the Trustees are directly involved with its day to day management and activities. The Trustees hold regular meetings at which decisions regarding the running of the Charity are agreed as well as future plans

Risk Management

The Trustees have identified the major risks to which they believe the Charity is exposed. Where appropriate, systems have been established to minimise those risks. Procedures are in place to ensure compliance with health and safety requirements.

Governance

The Trustees believe that corruption, bribery and unfair actions hamper development and impede progress and insist on integrity in all aspects of the Charity's activities and they endeavour at all times to apply the Charity Governance Code and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

Public benefit

The Trustees believe strongly that the Charity's activities are for the public benefit and in planning its activities they have paid due regard to the Charity Commission's guidance on public benefit.

Odiham Pre-School (Leapfrogs)

Trustees' Report

Year Ended 31 August 2024

Activities of the Charity during the year

In addition to the Charity's ongoing regular activities there were special events including an Easter Family Fun Day at the church, a Parents Evening for children going on to school, a Sports Day and a Family Fun Day and Leavers Concert.

Fundraising

The Charity holds occasional events to raise funds for the purchase of play equipment and for other designated purposes. The Trustees report to the parents on the funds raised and their use.

Financial Review

During the year the Charity received income totalling £188,044 (2023:£183,275). Expenditure totalled £182,850 (2023:£187,242). The net income for the year was £5,194 (2023: deficit £3,967). Total funds at the year end were £88,018 (2023:£82,374). The majority of the Charity's income is from Fees Charged and Early Years Grants and its major item of expenditure is on staffing.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the Trustees.

Volunteers

The Charity benefits from the work of volunteers and the Trustees are truly grateful for all they do.

Reporting serious incidents

In line with the Charity Commission's guidance on reporting serious incidents, the Trustees declare that during the year there were no serious incidents that they have failed to bring to the Commission's attention.

Safeguarding

Following its most recent inspection Ofsted reported that:

"Staff have a secure knowledge of safeguarding children and child protection. They understand how important their role is in this process. Staff can identify the signs of physical abuse and neglect. They are confident with the process involved when they have a concern. Staff know who to contact if they have a concern about a child or an adult. They know where the safeguarding policies and procedures are stored and contact details of other agencies. Staff know who the designated safeguarding lead is. The manager has a robust recruitment process in place and has attended safer recruitment training. Staff strive to ensure children are in a safe and secure environment."

Reserves Policy

The Trustees' policy is to ensure they hold sufficient free reserves to meet the Charity's day to day running costs and will be developing a formal reserves policy in 2025.

Plans for future periods

The Charity intends to continue its activities without any material changes but the Trustees will need to manage the potential impact of changes in Government funded hours and in the number of 2 years old children.

Odiham Pre-School (Leapfrogs)

Trustees' Report

Year Ended 31 August 2024

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SOPR;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the governing document. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the maintenance and integrity of any financial information included in the Charity's website.

Independent examiner

Trevor James FCA DChA FCIE was appointed as the Charity's Independent Examiner on 27 April 2025 and is willing to continue in office.

The Trustees' Annual Report was approved by the Trustees on 23 June 2025 and signed on their behalf by:



Sarah Campbell
Chairperson of Trustees

**Odiham Pre-School (Leapfrogs)
Independent Examiner's Report
Year Ended 31 August 2024**

I report to the Charity's Trustees on my examination of the Financial Statements for the year ended 31 August 2024. This report is made solely to the Trustees as a body, in accordance with the Charities Act 2011 ("the Act"). My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and its Trustees as a body, for my work or this report.

Responsibilities and basis of report

As the Charity Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Act. You consider that the audit requirements of the Act do not apply and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 144 (2) of the Act; and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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 Financial Statements 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 Financial Statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with the accounting 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 Report) 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.

In his report on your accounts for the year ended 31 August 2023 the independent examiner stated that certain minor anomalies had been identified and corrected. Further corrections, which were not material, have been made during the year to 31 August 2024. There was no evidence of intentional malpractice or defalcation and I am able to report that the improvements reported in the previous year have continued and your record keeping is now satisfactory.

T E James

Trevor James FCA DChA FCIE
Dormer Cottage
Old Broyle Road
West Broyle
Chichester
West Sussex PO19 3PR
23 June 2025

Odiham Pre-School (Leapfrogs)
Statement of Financial Activities
Year Ended 31 August 2024

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
Note	£	£	£	£
Income				
Bank Interest	594		594	230
Fees Receivable	44,606		44,606	43,940
Registration Fees	1,955		1,955	
Sale of Uniforms	415		415	67
Services	92		92	4
Snack Fee	2,830		2,830	
Uncategorised Income				144
Donations - Consumables	3,490		3,490	5,144
Early Years Grants	123,214		123,214	129,098
Fundraising	5,180		5,180	2,159
Gift Aid				939
Grants and Donations	3,668	2,000	5,668	1,550
Total Income	186,044	2,000	188,044	183,275
Expenditure				
Bad Debts	33		33	856
Bank Charges	111		111	92
Children's Food Items	3,699		3,699	3,193
Children's Outings				150
Children's Party Expenses	338		338	700
Classroom Consumables	245		245	516
Classroom Equipment	4,957		4,957	5,152
Cleaning	2,073		2,073	1,743
Communications	1,125		1,125	780
Depreciation of Tangible Fixed Assets	682		682	0
Deprivation Funding	(106)		(106)	30
Entertainment				146
Equipment from Fundraising	348		348	113
Fundraising Expenses	1,149		1,149	237
Gifts	70		70	
Health & Safety	277		277	298
Independent Examination Fee	300		300	0
Insurance	2,220		2,220	1,872
Light & Heat	3,506		3,506	4,948
Office/General Admin Expenses	1,121		1,121	
Payroll Expenses	152,925		152,925	154,723
Payroll Service	607		607	57
Pets	479		479	906
Printing & Office Supplies	2,544		2,544	4,928
Rent, Rates & Water	846		846	1,352
Repairs & Maintenance	1,605		1,605	2,501
SEN Expenses	83		83	
Sundry Expenses				79
Teaching Aids	635		635	271
Training Staff	701		701	1,393
Uniforms	277		277	206
Total Expenditure	182,850	0	182,850	187,242
Net Income/(Expenditure)	3,194	2,000	5,194	(3,967)
Transfers Between Funds	1,700	(1,700)	0	0
Net Movement in Funds	4,894	300	5,194	(3,967)
Reconciliation of Funds				
Total Funds Brought Forward	82,374	0	82,374	86,341
Prior Year Adjustment	450	0	450	0
Total Funds Carried Forward	£87,718	£300	£88,018	£82,374

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.


Odiham Pre-School (Leapfrogs)

Balance Sheet

31 August 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	5	2,046	0
Current assets			
Stocks	6	0	0
Debtors	7	1,394	1,534
Cash at bank and in hand		87,194	83,680
		<u>88,588</u>	<u>85,214</u>
Creditors: amounts falling due within one year	8	2,616	2,840
Net current assets		<u>85,972</u>	<u>82,374</u>
Total assets less current liabilities		88,018	82,374
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>£88,018</u>	<u>£82,374</u>
Funds of the charity			
Restricted funds	9	300	0
Unrestricted funds			
General Reserves		87,718	82,374
Total charity funds		<u>£88,018</u>	<u>£82,374</u>

These financial statements were approved by the Trustees and authorised for issue on 23 June 2025 and are signed on their behalf by:



Lucy Hyde
Treasurer

Odiham Pre-School (Leapfrogs)
Notes to the Financial Statements
Year Ended 31 August 2024

1. General information

Odiham Pre-School (Leapfrogs) ("the Charity") is an unincorporated trust registered with the Charity Commission for England and Wales

2. Statement of compliance

The financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) the Charities SORP (FRS 102), and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis and in sterling, which is the functional currency of the Charity.

Going concern

There are no material uncertainties about the Charity's ability to continue its activities.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from Donations and Grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Income from Fees Receivable are recognised at the time of invoice.
- Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of trustees or other volunteers.
- Interest on funds held on deposit is included when paid by the bank.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Costs are allocated to expenditure categories reflecting the use of the resource. Costs attributable to a single activity are allocated directly to that activity. Sared costs are apportioned between the activities on a reasonable and consistent basis.

Tangible fixed assets

Tangible fixed assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Odiham Pre-School (Leapfrogs)

Notes to the Financial Statements

Year Ended 31 August 2024

3. Accounting policies (continued)

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset.

Stocks

Stocks are stated at the lower of cost and net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and deposits with a maturity of three months or less from the date of opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Taxation

The Charity is exempt from corporation tax on its income to the extent that it is used for charitable purposes.

2. Net income

Net income is stated after charging:

	2024	2023
	£	£
Depreciation of tangible fixed assets	682	0
Professional fees – Independent examiner's remuneration	300	0
	<u>982</u>	<u>0</u>

3. Staff costs

Throughout the year the Charity had 14 employees (2023: 16 employees). Total remuneration paid to the Charity's employees, including employer's pension and social security costs, was £152,925 (2023: £154,723). No employee was paid more than £60,000. Some of the Charity's activities are carried out by volunteers who are unpaid. No record is kept of the donated time.

4. Trustee remuneration and expenses

None of the trustees received any remuneration, benefits or reimbursement of expenses in the year (2023: None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

Odiham Pre-School (Leapfrogs)
Notes to the Financial Statements
Year Ended 31 August 2024

5. Tangible fixed assets

	Total £
Cost	
At 1 September 2023	2,000
Additions	2,728
	4,728
At 31 August 2024	4,728
Depreciation	
At 1 September 2023	2,000
Charge for the year	682
	2,682
At 31 August 2024	2,682
Carrying amount	
At 31 August 2024	2,046
At 31 August 2023	0

6. Stocks

Stocks of Classroom Consumables, Cleaning Materials, Office Supplies and other materials are not valued.

7. Debtors

	2024 £	2023 £
Accounts receivable	1,394	1,534
Other debtors	0	0
	1,394	1,534
	1,394	1,534

8. Creditors: amounts falling due within one year

	2024 £	2023 £
Creditors	2,316	2,840
Accruals	300	0
	2,616	2,840
	2,616	2,840

9. Restricted funds

A grant of £2,000 was received to be used for the purchase of a carpet. £1,700 was spent during the year. The balance of £300 is a restricted fund for future carpet purchase.

10. Related parties

None of the Trustees or any connected persons received any remuneration, benefits or reimbursement of expenses in the year (2023:None).

Trevor James FCA DChA FCIE

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23 June 2025

The Trustees
Odiham Pre-School (Leapfrogs)
Recreation Road
Odiham
Hook
Hampshire
RG29 1NU

Dear Trustees

I have completed my independent examination of your accounts for the year ended 31 August 2024.

Last year's independent examination report drew attention to minor anomalies. I believe the anomalies have been resolved during the year to 31 August 2024 and that at the year end the Balance Sheet correctly records your assets and liabilities which means you have a firm foundation for the year from 1 September 2024.

In previous years your report and the financial statements have not been in the format required under the charity accounting regulations. The Charity Commission does not have the resources to follow up non compliance but I encourage charities to comply with the requirements and have therefore, in conjunction with your treasurer, made the necessary changes to bring your accounts in line with the regulations. I would like to put on record my thanks to Lucy Hyde for her help throughout my work.

Finally, for the avoidance of doubt, I should explain that an independent examination does not provide all the evidence that would be required in an audit.

Yours sincerely

Trevor James

Trevor James FCA DChA FCIE

