



## Trustees' Annual Report for the period

**From: August 2023 To: August 2024**

**Charity name: Woodbridge Community Playgroups**

**Charity registration number: 1209157**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>We are an Early Years Education and wrap around care provider with two sites operating at present.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Sandlings Playgroup is an Early Years Education setting and wrap around care offering care from 3 months to 11 years.</b>  <b>St. Marys is an Early Years education and wrap around care provider offering care for 2 years to 11 years.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>I can confirm the Charity is operated for the public benefit and that all trustees are in support of this.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<b>We are fortunate that we have a good working relationship with the parents of the children attending the settings and they are willing to support us at fundraising events.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Sandlings Playgroup - The setting has seen an increase in numbers of children attending the setting for Early years education, meaning that it has needed to open an additional room, due to this we have had an increase in revenue and increase in staffing levels. The setting now has 4 rooms.</b></p> <p><b>Being on a Military base the setting has made successful links with the welfare team from the MOD and further developed community links.</b></p>

		<p><b>St. Mary's - the setting continues to thrive with good attendance during the day sessions and the wrap around care.</b></p> <p><b>Across both settings we have been able to make good links with external service providers such as Forest School Leaders, Multi Sports Activities and Patchwork Dancing.</b></p>
--	--	---

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Sandlings - incorporated another additional room for children between 18 Months and 2 years, and upgraded the outside space it opens up on to.</b>
Move over to a CIO		<p><b>Woodbridge Community Playgroups moved over to a CIO on 17<sup>th</sup> July 2024 and we are currently re-registering with Ofsted.</b></p> <p><b>The new Ofsted number is 1209157</b></p>
Performance of fundraising activities against objectives set	Para 1.41	<b>A summer Football Extravaganza raised funds for both settings</b>
Investment performance against objectives	Para 1.41	<b>N/A</b>

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We hold a reserves account in order to cover the relevant costs and redundancies should either face closure.</b>
Amount of reserves held	Para 1.22	<b>£45,000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>NONE</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Fees charged to parents</b> <b>Funding from government</b> <b>Fundraising for specific objectives.</b>
Investment policy and		<b>NONE</b>

objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p><b>The charity is reliant on the number of children attending the settings with funds coming from fees payable and government funding and could therefore be at risk if attendee numbers were to drop to a low level.</b></p> <p><b>Staffing levels needed in the setting are affected by the number of children in attendance, therefore the charity could be at risk if we were to be over staffed due to falling numbers of children or unable to accept additional children due to insufficient staffing to meet required ratios.</b></p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document  (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted?  (e.g unincorporated association, CIO)	Para 1.25	<b>We are an unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p><b>During the Annual General Meeting (AGM) current trustees are offered the opportunity to step down from the committee or remain on.</b></p> <p><b>People in attendance of the meeting are then offered the opportunity to volunteer to become a trustee of the charity. Upon volunteering members are then proposed by a current member of the committee and seconded by another current member of the committee.</b></p> <p><b>In the event that roles need to be assigned then this is done after members have been elected on and people have had an opportunity to look at the roles and responsibilities.</b></p> <p><b>Again at this point they are proposed and seconded by current committee members.</b></p>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees		<b>Once new trustees have been appointed then we go through the statutory process for Ofsted and charity commission. Trustees also go through an in-house induction process in order to</b>
--	--	---

	Para 1.51	<b>ensure they are fully aware of their role and responsibilities.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p><b>The committee is organised through a number of trustees, with a chair, treasurer and secretary.</b></p> <p><b>The setting also employs a Setting Manager to manage across both sites, a business manager to manage the HR and administration of the settings, Each room also has a room leader.</b></p> <p><b>We also contract out accounts and payroll out to an external company who works alongside the business manager.</b></p>
Relationship with any related parties	Para 1.51	<b>NONE</b>

## **Declarations**

**The trustees declare that they have approved the trustees' report.**

**Trustees:**

**Samantha Fox (Chair)**  
**Michelle Morgan (Treasurer)**  
**Jacqueline Partridge (Secretary)**  
**Louise Bowman (Pending)**  
**Sarah Goodman (Pending)**  
**Hannah Hall (Pending)**

**Signed on behalf of the Charity's Trustees:**

**Samantha Fox**  
**Chair of Committee**



Woodbridge Community Playgroups

---

CHARITY NUMBER 1000832

---

STATEMENT OF ACCOUNTS

---

For the year ended 31 August 2024

---

Woodbridge Community Playgroups

ESTABLISHED BY DEED

CHARITY NUMBER 1000832

Other names the charity uses: St. Marys Playgroup  
Sandlings Playgroup

Registered Address: Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

Trustees: Samantha Fox (Chair of Committee)  
Michelle Morgan  
Jacqueline Partridge  
Louise Bowman (pending)  
Sarah Goodman (pending)  
Hannah Hall (pending)

Independent Examiners: CRASL  
Carlton Park House  
Carlton Park Industrial Estate  
Saxmundham  
Suffolk  
IP17 2NL

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

STATEMENT OF ACCOUNTS

For the year ended 31 August 2024

INDEX

	Page
TRUSTEE'S REPORT	1 to 3
INDEPENDENT EXAMINER'S REPORT	4 to 5
STATEMENT OF FINANCIAL ACTIVITIES	6
BALANCE SHEET	7
NOTES TO THE ACCOUNTS	8 to 11

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

**Objectives and Activities**

	SORP REF	
Summary of the purposes of the charity as set out in its governing documents	Para 1.17	We are an Early Years Education and wrap around care provider with two sites operating at present.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 & 1.19	Sandlings Playgroup is an early years education setting and wrap around care offering care from 3 months to 11 years.  St. Marys is an Early Years education and wrap around care provider offering care for 2 years to 11 years.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	I can confirm the Charity is operated for public benefit and that all trustees are in support of this.
Contribution made by volunteers	Para 1.38	We are fortunate that we have a good working relationship with the parents of the children attending the settings and they are willing to support us at fundraising events.

**Achievements & Performance**

	SORP REF	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Sandlings Playgroup - The setting has seen an increase in numbers of children attending the setting for Early years education, meaning that it has needed to open additional room, due to this we have had an increase in revenue and increase in staffing levels. The setting now has 4 rooms.  Being on a Military base the setting has made successful links with the welfare team from MOD and further developed community links.  St. Marys Playgroup - the setting continues to thrive with good attendance during the day sessions and the wrap around care.  Across both settings we have been able to make good links with external service providers such as forest school leaders and Patchwork Dancing.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

	SORP REF	
Achievements against objectives set	Para 1.41	Sandlings - incorporated another additional room for children between 18 months and 2 years, and upgraded the outside space it opens up on to.
Move to becoming a Charitable Incorporated Organisation		Woodbridge Community Playgroups moved over to a CIO on 17th July 2024 and we are currently re-registering with Ofsted. The new Ofsted number is 1209157.
Performance of fundraising activities against objectives set	Para 1.41	A summer Football Extravaganza raised funds for both settings.

**Financial Review**

	SORP REF	
Review of charity's financial position at the end of the period	Para 1.21	Please see the Statement of Financial Activities page. Accounts have good reserves and are not in deficit.
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	We hold a reserves account in order to cover the relevant costs and redundancies should either setting face closure.
Amount of reserves held	Para 1.22	£45,000
The charity's principal sources of funds (including any fundraising)	Para 1.47	Fundraising for specific objectives, along with fees charged to parents and funding received from the government.
A description of the principal risks facing the charity	Para 1.46	The charity is reliant on the number of children attending the settings with funds coming from fees payable and government funding and could therefore be at risk if attendee numbers were to drop to a low level.  Staffing levels needed in the settings are affected by the number of children in attendance, therefore the charity could be at risk if we were to be over staffed due to falling numbers of children or unable to accept additional children due to insufficient staffing to meet required ratios.

**Structure, Governance & Management**

	SORP REF	
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	CIO

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

	SORP REF	
Trustees selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>During the Annual General Meeting (AGM) current trustees are offered the opportunity to step down from the committee or remain on.</p> <p>People in attendance of the meeting are then offered the opportunity to volunteer to become a trustee of the charity. Upon volunteering members are then proposed by a current member of the committee and seconded by another current member of the committee.</p> <p>In the event that roles need to be assigned then this is done after members have been elected on and people have had an opportunity to look at the roles and responsibilities.</p> <p>Again at this point they are proposed and second by current committee members.</p>
Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Once new trustees have been appointed then we go through the statutory process for Ofsted and charity commission. Trustees also go through an in house induction process in order to ensure they are fully aware of their role and responsibilities.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The committee is organised through a number of trustees, with a chair, treasurer and secretary.</p> <p>The setting also employs a Setting Manager to manage across both sites, a business manager to manage the HR and administration of the settings. Each room also has a room leader.</p> <p>We also contract out accounts and payroll out to an external company who works alongside the business manager.</p>

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees on 13th November 2024.

---

Samantha Fox  
Chair of Committee

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOODBRIDGE COMMUNITY PLAYGROUPS

For year ended 31 August 2024

I report on the accounts of the charity for the year ended 31 August 2024, which are set out on pages 6 to 11

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) is in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 accounts, 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 I do not express an audit opinion on the view given by the accounts.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOODBRIDGE COMMUNITY PLAYGROUPS

For year ended 31 August 2024

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1            which gives me reasonable cause to believe that in any material respect the requirements
  - \*            to keep accounting records in accordance with section 130 of the Act; and
  - \*            to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

                 have not been met; or

- 2            to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Brock FMAAT ACCA  
CRASL  
Saxmundham

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31 August 2024

	<u>Note</u>	<b>Unrestricted</b> £	<b>Restricted</b> £	<b>2024</b> <b>Total</b> £	<b>2023</b> <b>Total</b> £
<b>Income and endowments from</b>					
Grants & Donations	2	330,603	0	330,603	225,986
Charitable activities	3	302,774	0	302,774	253,258
<b>Total income and endowments</b>		<b>633,377</b>	<b>0</b>	<b>633,377</b>	<b>479,244</b>
<b>Expenditure</b>					
Charitable activities	4	539,274	0	539,274	460,011
<b>Total expenditure</b>		<b>539,274</b>	<b>0</b>	<b>539,274</b>	<b>460,011</b>
<b>Net movement in funds</b>		<b>94,103</b>	<b>0</b>	<b>94,103</b>	<b>19,233</b>
Balances brought forward		136,994	0	136,994	117,761
		<b>231,097</b>	<b>0</b>	<b>231,097</b>	<b>136,994</b>

All of the Charity's activities are classed as continuing.

The Charity has no recognised gains or losses other than those shown above.

The notes on pages 8 to 11 form part of these accounts.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

BALANCE SHEET

As of 31 August 2024

		2024	2023
		£	£
<b>Fixed Assets</b>			
Furniture & Fittings	5	2,773	3,467
		<u>2,773</u>	<u>3,467</u>
<b>Current Assets</b>			
Debtors	6	36,267	22,160
Cash In Bank		<u>204,112</u>	<u>123,720</u>
		240,379	145,879
<b>Liabilities</b>			
Amounts falling due in one year	7	12,055	12,352
<b>Net current assets</b>		<u>228,324</u>	<u>133,527</u>
<b>Liabilities</b>			
Amounts falling due after one year	8	<u>0</u>	<u>0</u>
<b>Net assets</b>		<u>231,097</u>	<u>136,994</u>
<b>Funds</b>			
Unrestricted Funds		231,097	136,994
Restricted Funds		<u>0</u>	<u>0</u>
		<u>231,097</u>	<u>136,994</u>

Approved by the Board of Trustees on 13th November 2024 and signed on its behalf by:

---

Samantha Fox  
Chair of Committee

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

**1 ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting accounting policy note. The financial statements have been prepared to give and 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by the Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRSSE) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**Preparation of accounts on a going concern basis**

The assessment of the trustees is that the charity is a going concern.

**Income**

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date are notes as commitment but not accrued as expenditure.

**Voluntary Income**

All donated income is included in income on receipt where the donor requires that the sum is to be treated as income in future accounting periods.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

**Investment Income**

Interest received is included when receivable.

**Fixed Assets**

Depreciation is provided on fixed assets at rates calculated to write off the costs, less estimated residual value, or each asset over its expected useful life as follows:-

Furniture, Fixtures and Fittings - 20% on reducing balance

Leasehold Improvements - 20% on reducing balance

**Stock**

Stock is valued at a lower of cost and net realisable value

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
			<b>£</b>	<b>£</b>
<b>2 Donations and Grants</b>				
Early Years Funding	303,797	0	303,797	191,668
Attain Academy	0	0	0	0
Armed Forces Covenant Grant	1,806	0	1,806	34,319
Donations	25,000	0		
	<u>330,603</u>	<u>0</u>	<u>305,603</u>	<u>225,986</u>
<b>3 Charitable activities</b>				
After School Club, Playgroup, Registration	302,284		302,284	253,170
Interest Received	490		490	89
	<u>302,774</u>	<u>0</u>	<u>302,774</u>	<u>253,258</u>
<b>4 Charitable activities</b>				
Administration	5,769	0	5,769	6,441
Consumables	22,520	0	22,520	18,487
Equipment	11,585	0	11,585	9,089
Insurance	1,333	0	1,333	1,659
Maintenance	11,069	0	11,069	30,882
Depreciation	693	0	693	867
Services	11,827	0	11,827	9,096
Training & Staff Welfare	6,054	0	6,054	6,815
Utilities	10,323	0	10,323	6,989
Wages	458,100	0	458,100	368,662
Bad Debt	0	0	0	1,025
	<u>539,274</u>	<u>0</u>	<u>539,274</u>	<u>460,011</u>

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNTS

For the year ended 31 August 2024

**5 Fixed Assets**

	Office Equipment £	Furniture & Fittings £	Total £
<b>Cost</b>			
At 1 September 2023	1,349	3,227	4,576
Additions	0	0	0
Less: Grants	0	0	0
At 31 August 2024	<u>1,349</u>	<u>3,227</u>	<u>4,576</u>
<b>Depreciation</b>			
At 1 September 2023	270	840	1,110
Charge for the year	216	477	693
At 31 August 2024	<u>486</u>	<u>1,317</u>	<u>1,803</u>
<b>Net book Value</b>			
At 31 August 2024	<u>863</u>	<u>1,910</u>	<u>2,773</u>
At 1 September 2023	<u>1,079</u>	<u>2,387</u>	<u>3,466</u>

**6 Debtors and prepayments**

Trade Debtors	36,267
	<u>36,267</u>

**7 Liabilities: Amounts falling due within one year**

PAYE Payable	5,621
Trade Creditors	4,983
Pension Liability	1,451
	<u>12,055</u>

Woodbridge Community Playgroups

---

CHARITY NUMBER 1000832

---

STATEMENT OF ACCOUNTS

---

For the year ended 31 August 2024

---

Woodbridge Community Playgroups

ESTABLISHED BY DEED

CHARITY NUMBER 1000832

Other names the charity uses: St. Marys Playgroup  
Sandlings Playgroup

Registered Address: Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

Trustees: Samantha Fox (Chair of Committee)  
Michelle Morgan  
Jacqueline Partridge  
Louise Bowman (pending)  
Sarah Goodman (pending)  
Hannah Hall (pending)

Independent Examiners: CRASL  
Carlton Park House  
Carlton Park Industrial Estate  
Saxmundham  
Suffolk  
IP17 2NL

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

STATEMENT OF ACCOUNTS

For the year ended 31 August 2024

INDEX

	Page
TRUSTEE'S REPORT	1 to 3
INDEPENDENT EXAMINER'S REPORT	4 to 5
STATEMENT OF FINANCIAL ACTIVITIES	6
BALANCE SHEET	7
NOTES TO THE ACCOUNTS	8 to 11

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

**Objectives and Activities**

	SORP REF	
Summary of the purposes of the charity as set out in its governing documents	Para 1.17	We are an Early Years Education and wrap around care provider with two sites operating at present.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 & 1.19	Sandlings Playgroup is an early years education setting and wrap around care offering care from 3 months to 11 years.  St. Marys is an Early Years education and wrap around care provider offering care for 2 years to 11 years.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	I can confirm the Charity is operated for public benefit and that all trustees are in support of this.
Contribution made by volunteers	Para 1.38	We are fortunate that we have a good working relationship with the parents of the children attending the settings and they are willing to support us at fundraising events.

**Achievements & Performance**

	SORP REF	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Sandlings Playgroup - The setting has seen an increase in numbers of children attending the setting for Early years education, meaning that it has needed to open additional room, due to this we have had an increase in revenue and increase in staffing levels. The setting now has 4 rooms.  Being on a Military base the setting has made successful links with the welfare team from MOD and further developed community links.  St. Marys Playgroup - the setting continues to thrive with good attendance during the day sessions and the wrap around care.  Across both settings we have been able to make good links with external service providers such as forest school leaders and Patchwork Dancing.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

	SORP REF	
Achievements against objectives set	Para 1.41	Sandlings - incorporated another additional room for children between 18 months and 2 years, and upgraded the outside space it opens up on to.
Move to becoming a Charitable Incorporated Organisation		Woodbridge Community Playgroups moved over to a CIO on 17th July 2024 and we are currently re-registering with Ofsted. The new Ofsted number is 1209157.
Performance of fundraising activities against objectives set	Para 1.41	A summer Football Extravaganza raised funds for both settings.

**Financial Review**

	SORP REF	
Review of charity's financial position at the end of the period	Para 1.21	Please see the Statement of Financial Activities page. Accounts have good reserves and are not in deficit.
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	We hold a reserves account in order to cover the relevant costs and redundancies should either setting face closure.
Amount of reserves held	Para 1.22	£45,000
The charity's principal sources of funds (including any fundraising)	Para 1.47	Fundraising for specific objectives, along with fees charged to parents and funding received from the government.
A description of the principal risks facing the charity	Para 1.46	The charity is reliant on the number of children attending the settings with funds coming from fees payable and government funding and could therefore be at risk if attendee numbers were to drop to a low level.  Staffing levels needed in the settings are affected by the number of children in attendance, therefore the charity could be at risk if we were to be over staffed due to falling numbers of children or unable to accept additional children due to insufficient staffing to meet required ratios.

**Structure, Governance & Management**

	SORP REF	
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	CIO

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

ESTABLISHED BY DEED

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2024

	SORP REF	
Trustees selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>During the Annual General Meeting (AGM) current trustees are offered the opportunity to step down from the committee or remain on.</p> <p>People in attendance of the meeting are then offered the opportunity to volunteer to become a trustee of the charity. Upon volunteering members are then proposed by a current member of the committee and seconded by another current member of the committee.</p> <p>In the event that roles need to be assigned then this is done after members have been elected on and people have had an opportunity to look at the roles and responsibilities.</p> <p>Again at this point they are proposed and second by current committee members.</p>
Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Once new trustees have been appointed then we go through the statutory process for Ofsted and charity commission. Trustees also go through an in house induction process in order to ensure they are fully aware of their role and responsibilities.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The committee is organised through a number of trustees, with a chair, treasurer and secretary.</p> <p>The setting also employs a Setting Manager to manage across both sites, a business manager to manage the HR and administration of the settings. Each room also has a room leader.</p> <p>We also contract out accounts and payroll out to an external company who works alongside the business manager.</p>

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees on 13th November 2024.

---

Samantha Fox  
Chair of Committee

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOODBRIDGE COMMUNITY PLAYGROUPS

For year ended 31 August 2024

I report on the accounts of the charity for the year ended 31 August 2024, which are set out on pages 6 to 11

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) is in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 accounts, 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 I do not express an audit opinion on the view given by the accounts.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOODBRIDGE COMMUNITY PLAYGROUPS

For year ended 31 August 2024

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1            which gives me reasonable cause to believe that in any material respect the requirements
  - \*            to keep accounting records in accordance with section 130 of the Act; and
  - \*            to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

                 have not been met; or

- 2            to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Brock FMAAT ACCA  
CRASL  
Saxmundham

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31 August 2024

	<u>Note</u>	<b>Unrestricted</b> £	<b>Restricted</b> £	<b>2024</b> <b>Total</b> £	<b>2023</b> <b>Total</b> £
<b>Income and endowments from</b>					
Grants & Donations	2	330,603	0	330,603	225,986
Charitable activities	3	302,774	0	302,774	253,258
<b>Total income and endowments</b>		<b>633,377</b>	<b>0</b>	<b>633,377</b>	<b>479,244</b>
<b>Expenditure</b>					
Charitable activities	4	539,274	0	539,274	460,011
<b>Total expenditure</b>		<b>539,274</b>	<b>0</b>	<b>539,274</b>	<b>460,011</b>
<b>Net movement in funds</b>		<b>94,103</b>	<b>0</b>	<b>94,103</b>	<b>19,233</b>
Balances brought forward		136,994	0	136,994	117,761
		<b>231,097</b>	<b>0</b>	<b>231,097</b>	<b>136,994</b>

All of the Charity's activities are classed as continuing.

The Charity has no recognised gains or losses other than those shown above.

The notes on pages 8 to 11 form part of these accounts.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

BALANCE SHEET

As of 31 August 2024

		2024	2023
		£	£
<b>Fixed Assets</b>			
Furniture & Fittings	5	2,773	3,467
		<u>2,773</u>	<u>3,467</u>
<b>Current Assets</b>			
Debtors	6	36,267	22,160
Cash In Bank		<u>204,112</u>	<u>123,720</u>
		240,379	145,879
<b>Liabilities</b>			
Amounts falling due in one year	7	12,055	12,352
<b>Net current assets</b>		<u>228,324</u>	<u>133,527</u>
<b>Liabilities</b>			
Amounts falling due after one year	8	<u>0</u>	<u>0</u>
<b>Net assets</b>		<u>231,097</u>	<u>136,994</u>
<b>Funds</b>			
Unrestricted Funds		231,097	136,994
Restricted Funds		<u>0</u>	<u>0</u>
		<u>231,097</u>	<u>136,994</u>

Approved by the Board of Trustees on 13th November 2024 and signed on its behalf by:

---

Samantha Fox  
Chair of Committee

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

**1 ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting accounting policy note. The financial statements have been prepared to give and 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by the Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRSSE) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**Preparation of accounts on a going concern basis**

The assessment of the trustees is that the charity is a going concern.

**Income**

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date are notes as commitment but not accrued as expenditure.

**Voluntary Income**

All donated income is included in income on receipt where the donor requires that the sum is to be treated as income in future accounting periods.

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

**Investment Income**

Interest received is included when receivable.

**Fixed Assets**

Depreciation is provided on fixed assets at rates calculated to write off the costs, less estimated residual value, or each asset over its expected useful life as follows:-

Furniture, Fixtures and Fittings - 20% on reducing balance

Leasehold Improvements - 20% on reducing balance

**Stock**

Stock is valued at a lower of cost and net realisable value

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNT

For the year ended 31 August 2024

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
			<b>£</b>	<b>£</b>
<b>2 Donations and Grants</b>				
Early Years Funding	303,797	0	303,797	191,668
Attain Academy	0	0	0	0
Armed Forces Covenant Grant	1,806	0	1,806	34,319
Donations	25,000	0		
	<u>330,603</u>	<u>0</u>	<u>305,603</u>	<u>225,986</u>
<b>3 Charitable activities</b>				
After School Club, Playgroup, Registration	302,284		302,284	253,170
Interest Received	490		490	89
	<u>302,774</u>	<u>0</u>	<u>302,774</u>	<u>253,258</u>
<b>4 Charitable activities</b>				
Administration	5,769	0	5,769	6,441
Consumables	22,520	0	22,520	18,487
Equipment	11,585	0	11,585	9,089
Insurance	1,333	0	1,333	1,659
Maintenance	11,069	0	11,069	30,882
Depreciation	693	0	693	867
Services	11,827	0	11,827	9,096
Training & Staff Welfare	6,054	0	6,054	6,815
Utilities	10,323	0	10,323	6,989
Wages	458,100	0	458,100	368,662
Bad Debt	0	0	0	1,025
	<u>539,274</u>	<u>0</u>	<u>539,274</u>	<u>460,011</u>

Woodbridge Community Playgroups

CHARITY NUMBER 1000832

NOTES TO THE ACCOUNTS

For the year ended 31 August 2024

**5 Fixed Assets**

	Office Equipment £	Furniture & Fittings £	Total £
<b>Cost</b>			
At 1 September 2023	1,349	3,227	4,576
Additions	0	0	0
Less: Grants	0	0	0
At 31 August 2024	<u>1,349</u>	<u>3,227</u>	<u>4,576</u>
<b>Depreciation</b>			
At 1 September 2023	270	840	1,110
Charge for the year	216	477	693
At 31 August 2024	<u>486</u>	<u>1,317</u>	<u>1,803</u>
<b>Net book Value</b>			
At 31 August 2024	<u>863</u>	<u>1,910</u>	<u>2,773</u>
At 1 September 2023	<u>1,079</u>	<u>2,387</u>	<u>3,466</u>

**6 Debtors and prepayments**

Trade Debtors	36,267
	<u>36,267</u>

**7 Liabilities: Amounts falling due within one year**

PAYE Payable	5,621
Trade Creditors	4,983
Pension Liability	1,451
	<u>12,055</u>