



Trustees' annual report (including Directors' report) for the period

From: 01/09/2020
Period end date

Period start date

To: 31/08/2021

Charity name: Colgate Playgroup / Colgate Pre-school

Charity registration number: 1002181

Company number:

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aim of this association is to provide Early Years Education for children below compulsory school age.
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	Being registered with Ofsted and following the Early Years Foundation Stage (EYFS). Supporting parents and children during their time at Colgate Pre-school. Providing a safe, stimulating environment for children that encompasses the EYFS.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We meet the requirements of the EYFS and we are registered with Ofsted.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and performance

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>Our autumn term commenced with 35 children on roll and increased throughout the year to 54 children on roll in the summer term.</p> <p>In January 2021- March 2021 we remained open to all children during the Covid-19 lockdown. However, some parents chose to keep their children at home. WSCC said they would only honour funding for children who attended the setting. The early years workforce challenged this decision citing safe guarding reasons and the need to keep in contact with children during the lockdown period. WSCC then informed settings that they would honour the funded hours for children who were isolating at home as long as we kept in contact and supported home learning. Some children did isolate at home for various reasons which included: a vulnerable family member, parent choice and pregnancy. Therefore, our numbers attending was less on some days. All staff worked their contracted hours and we kept in touch with children at home. The impact of the lockdown was that no new children joined. We were also unable to do indoor show arounds which consequently impacted on the intake for the following September. Extra cleaning resources, cleaning routines and staff absence all had an impact on the income and expenditure of the group. Although we made a loss for this financial year, we are confident we will become stable as our numbers increase in the next school year.</p> <p>In response to covid-19 we were able to reopen our baby and toddler group in the summer term to support young</p>
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		<p>families in the community. We have received positive feedback from parents regarding how the opportunity to meet other parents has been beneficial to theirs and their children's well-being.</p> <p>This financial year we were able to hold one fundraising event which was a Christmas raffle that raised £181.00.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	We hold cash at bank of £61,539.13 all of which is unrestricted funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	These funds are held in order to meet unforeseen expenditure and contingency.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	

Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	Constitution
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	Committee
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	Para 1.25	Voted in by parents at AGM

trustees		

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Colgate Playgroup
Other name the charity uses	Colgate Pre-school
Registered charity number	1002181
Charity's principal address	Colgate Memorial Hall, Blackhouse Road, RH13 6HS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah Watson	Chairperson		
2	Emma Veal	Treasurer		
3	Chrissie Walker	Secretary		
4	Gary Ramsden			
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Corporate trustees - names of the directors at the date the report was approved

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such	

assets from the charity's own assets	
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Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

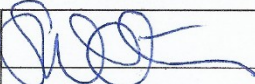
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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Sarah Watson	
Position (for example Secretary, Chair, etc)	Chairperson	
Date	29/06/2022	

COLGATE PRE-SCHOOL CASHFLOW September 2020 - August 2021

	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Cash Flow Total
<i>Income</i>													
Balance Brought Forward	67565.93	57,628.63	62,735.54	55,154.75	69,178.44	58,215.70	61,665.84	53,867.90	75,125.45	61,646.91	69,238.09	77,437.70	
Direct Fees	1047.4	112.5	2122.05	620	1800.5	1281.95	2362.4	3394.5	1819.2	2987.4	74	112.5	17,714.40
Easy Fundraising		28.03	53.7	15									94.73
Chichester College				500									500.00
WSCC 2 yr funding		1414.14	699.3	2501.94		1771.56		2651.04		2082.96	2165.02		13,285.96
WSCC Funding 3/4 yr funding		16618.58		24834.6		13586.04	1708.27	30221.86		14837.02	15693.7		117,298.07
WSCC Grant											5000		5,000.00
Charity Fundraising (Other)			29								63.2		63.20
Pre-school fundraising				181									181.00
Forest School			1270							2540	254		4,064.00
Toddlers										15	3		18.00
Photography Commission			55.35								102.9		158.25
Training									120				120.00
Refunds/Repayments								71.99					73.99
Uniform Sales	17	41	21										117.00
Donation													-
Income Subtotal	1064.4	18210.25	4,260.40	28652.54	1,800.50	16619.55	4,070.67	36,339.39	1,939.20	22,262.38	23,395.82	112.50	158,717.60
<i>Expenditure</i>													
Staff Salary	9,785.47	9,702.29	9,787.64	9,617.42	9,463.97	9,507.41	9,587.88	10,748.69	11,193.26	11,562.76	12,069.04	11,907.73	124,933.58
Hall Rental	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	8,269.68
HMRC		1,385.90		1,339.64	982.54	1,475.10		1,456.31	2,229.39		1,132.25	2,487.00	12,488.13
Nest Pension		540.65		270.12	591.51	325.59	325.13		366.46	738.85		395.51	3,853.82
Amazon		160.31	458.65	79.98	372.07	374.19	715.70	328.15	203.20	863.59	272.42	29.98	3,858.24
Materials			590.01			291.64				185.89	71.95		1,139.49
Equipment				1,313.81	26.54							440.34	1,780.69
Tesco	110.24		77.88	93.06	65.00	91.18	96.62		103.96	117.63	89.39		844.96
Smudge and Dribble		319.85			204.85	143.39			165.68				853.77
Post Office				35.47									35.47
Education Visitor/Entertainer				95.00							255.00		350.00
Telephone/Broadband	33.24	168.16	40.43	80.65	181.52	65.87	65.67	187.36	96.38	73.42	207.43	69.59	1,269.92
Mobile/Apple	10.00	10.00	10.00	10.79	20.79	0.79	20.79	10.79	10.79	20.79	0.79	10.79	137.11
DBS	95.60						47.80	47.80					191.20
OFSTED Registration					50.00								50.00
Staff Expenses	28.93	45.86	106.27	133.59	30.13	51.52	271.08	27.47	154.70	199.05	34.15		1,082.75
Insurance								522.53					522.53
Tax	2.22												2.22
ALB Accountancy	46.02	51.18	51.18	51.18	51.18	48.60	48.60		189.78	61.18	51.18		640.08
Staff Training	120.00	30.00				15.00		934.00	15.00				1,114.00
Ink											9.99	9.99	19.98
Macafee	42.28					89.99					119.99		252.26
Weebly Website	38.56												38.56
Miscellaneous			29.99	780.00				129.60		168.90	130.29		1,238.78
Charities				39.00	29.00						63.20		131.20
Donation					5.00								5.00
Expenditure Subtotal	11,001.70	13,103.34	11,841.19	14,628.85	12,763.24	13,169.41	11,868.61	15,081.84	15,417.74	14,671.20	15,196.21	16,040.07	164,783.40
<i>Profit/Loss</i>													
Total Revenue (Cashflow)	- 9,937.30	5,106.91	- 7,580.79	14,023.69	- 10,962.74	3,450.14	- 7,797.94	21,257.55	- 13,478.54	7,591.18	8,199.61	- 15,927.57	- 6,065.80
BALANCE	57,628.63	62,735.54	55,154.75	69,178.44	58,215.70	61,665.84	53,867.90	75,125.45	61,646.91	69,238.09	77,437.70	61,510.13	
Savings													
GRAND TOTAL													61,510.13



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Colgate Playgroup / Colgate Pre-school

On accounts for the year ended

31/08/2021 Charity no (if any) 1002181

Set out on pages

1-2 (remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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: [Signature] Date: 22/06/2022

Name: Janes Edwards

Relevant professional qualification(s) or body

(if any):

Address: 12 Lambourne Close
Crawley
RH10 6JW

Section B Disclosure

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

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