



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

**From: 01/09/2021**      **Period start date**      **To: 31/08/2022**      **Period end date**

**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

|  |                  |   |
|--|------------------|---|
| <p>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.</p> | <p>Para 1.20</p> | <p>This year we have had 51 children on roll and employed 13 members of staff. Post COVID-19 we are focusing on supporting children to develop in the prime areas of learning. This includes; communication and language skills, physical skills and personal, social and emotional development. To achieve these, staff have completed extra training and our daily routines provide activities to support children to develop in the prime areas of learning. For example, sensory activities such as sand and water play to develop curiosity, fine motor skills and introduce new vocabulary to develop language skills.</p> <p>Our main source of income is from the government Free Educational Funding for children aged 2, 3 and 4 years. This funding remains to fall very short of the amount it costs settings to deliver quality childcare. Restrictions to charging parents extra to cover the shortfall remains to have a significant impact on our income. In the recovery period from COVID-19 there has been no financial support for childcare settings. Employer costs are rising and the future holds many challenges for us to continuing running. We continue to hold fund raising events such as raffles and refreshments at Christmas, Easter and Sports day. We use funds raised from these events to purchase toys and resources for the children.</p> <p>At Colgate pre-school aim to provide the best childcare experiences for children and their families. We continue to run our baby and toddler group and open our doors to families in the local community to join us for the stay and play session. This enables families to access a play session for their child and meet other parents and carers. We also run forest school sessions to provide outdoor learning experiences for children.</p> |
|--|------------------|---|

### 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 £58,194 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, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc</a>  | Para 1.25 | Constitution               |
| How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>                            | 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 trustees | Para 1.25 | Voted in by parents at AGM |
|   |           |                            |

### 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    |                 |                                   |   |
| 5  |                 |                 |                                   |   |
| 6  |                 |                 |                                   |   |
| 7  |                 |                 |                                   |   |
| 8  |                 |                 |                                   |   |
| 9  |                 |                 |                                   |   |
| 10 |                 |                 |                                   |   |
| 11 |                 |                 |                                   |   |
| 12 |                 |                 |                                   |   |
| 13 |                 |                 |                                   |   |
| 14 |                 |                 |                                   |   |
| 15 |                 |                 |                                   |   |
| 16 |                 |                 |                                   |   |
| 17 |                 |                 |                                   |   |
| 18 |                 |                 |                                   |   |
| 19 |                 |                 |                                   |   |
| 20 |                 |                 |                                   |   |

### 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                         |  |

### Additional information (optional)

#### Names and addresses of advisers (optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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#### 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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|  |
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## Other optional information

|  |
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## Declarations

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

Signed on behalf of the charity's trustees

|  |               |  |
|--|---------------|--|
| Signature(s)                           | <i>Sutton</i> |  |
| Full name(s)                           | SARAH WATSON  |  |
| Position (eg Secretary,<br>Chair, etc) | CHAIR         |  |
| Date                                   | 18-06-23.     |  |

**Colgate Pre-School Cashflow 2021-2022**

|                               | Sep                            | Oct              | Nov              | Dec              | Jan              | Feb              | March            | April            | May              | June             | July             | August           | Cash Flow Total   |
|-------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Income</b>                 |                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |
| Balance Brought Forward       | 61509.13                       |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |
| Direct Fees                   | 5452.85                        | 1655             | 7088             | 633.55           | 2868.25          | 1837.66          | 5037.9           | 2045.35          | 1773.25          | 3867.75          | 1320.75          | 171              | 28,298.46         |
| Bank (cash)                   |                                |                  |                  |                  | 0                |                  |                  |                  | 0                |                  |                  |                  | -                 |
| WSSC 2 yr funding             |                                | 1811.54          |                  | 1855.73          |                  | 1931.47          | 631.2            | 574.56           |                  | 2166.12          | 2412.27          |                  | 11,382.89         |
| WSSC Funding 3/4 yr funding   |                                | 7791.5           |                  | 23671.87         |                  | 9091.01          |                  | 33563.38         |                  | 14743.58         | 31084.03         |                  | 119,945.37        |
| Early start/Late pick up      | 591                            | 9                | 227              | 36               | 75               | 57               | 162              | 27               | 374              | 99               | 122              |                  | 1,188.00          |
| Charity Fundraising (Other)   |                                |                  |                  |                  | 75               |                  |                  |                  |                  |                  |                  |                  | 75.00             |
| Pre-school fundraising        |                                |                  |                  | 96               |                  |                  |                  |                  |                  |                  |                  |                  | 96.00             |
| Forest School                 |                                |                  |                  | 2,540.00         |                  |                  |                  | 1270             |                  |                  |                  | 2540             | 6,350.00          |
| Toddlers                      | 36                             | 38               | 57               | 21.00            | 72               | 57               | 123              | 75               | 75               | 132              | 54               |                  | 704.00            |
| Photography Commission        |                                |                  | 98.55            |                  |                  |                  |                  |                  |                  |                  | 66.6             |                  | 165.15            |
| Training                      |                                |                  |                  | 300              |                  |                  |                  |                  | 1492             |                  |                  | 616.35           | 2,408.35          |
| Refunds/Repayments            |                                |                  |                  |                  |                  |                  |                  |                  |                  |                  | 16.98            |                  | 16.98             |
| Uniform Sales                 | 139                            | 22.5             | 11.5             |                  | 45.5             | 23               | 11               |                  | 12.5             |                  | 131              |                  | 396.00            |
| Donation                      |                                |                  | 56.25            | 2                |                  |                  |                  |                  |                  |                  | 5                |                  | 63.25             |
| <b>Income Subtotal</b>        | <b>6218.85</b>                 | <b>11327.54</b>  | <b>7538.30</b>   | <b>29156.15</b>  | <b>3,135.75</b>  | <b>12997.14</b>  | <b>5,965.10</b>  | <b>37,555.29</b> | <b>3,726.75</b>  | <b>21,008.45</b> | <b>35,212.63</b> | <b>3,327.35</b>  | <b>177,169.30</b> |
| <b>Expenditure</b>            |                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |
| Staff Salary                  | 10,777.24                      | 10,782.80        | 10,782.60        | 10,669.79        | 10,897.03        | 10,861.16        | 10,744.72        | 11,693.85        | 11,725.75        | 11,980.92        | 13,286.49        | 10,383.01        | 134,585.36        |
| Hall Rental                   | 710.01                         | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 710.01           | 8,520.12          |
| HMRC                          | 1,098.20                       | 1,381.82         | 1,680.12         | 1,619.33         | 1,661.37         | 1,747.62         | 1,771.33         | 1,440.13         |                  | 2,761.69         |                  | 702.23           | 15,863.84         |
| Nest Pension                  | 751.82                         |                  | 722.32           | 350.10           | 356.90           |                  | 703.62           |                  | 412.85           | 842.84           |                  | 514.00           | 4,654.45          |
| Amazon                        | 206.90                         | 187.95           | 172.70           | 251.99           | 57.91            | 72.15            | 161.91           | 119.45           | 39.47            | 171.52           | 110.59           | 7.99             | 1,560.53          |
| Materials                     | 85.95                          |                  | 50.00            |                  | 237.96           |                  | 37.99            |                  | 168.20           | 137.08           |                  | 50.00            | 767.18            |
| Equipment                     |                                |                  | 402.00           |                  | 1,092.49         |                  |                  |                  |                  | 372.06           |                  |                  | 1,866.55          |
| Tesco                         | 85.75                          | 117.43           | 144.31           |                  | 148.12           |                  | 96.72            |                  | 125.68           | 133.32           | 120.22           |                  | 971.55            |
| Smudge and Dribble            |                                | 106.54           | 79.85            |                  |                  |                  | 137.76           |                  | 110.20           | 59.21            |                  |                  | 493.56            |
| Post Office                   | 500.00                         |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | 500.00            |
| Education Visitor/Entertainer |                                | 140.00           | 240.00           | 245.00           | 105.00           | 95.00            | 175.00           | 50.00            | 140.00           | 215.00           | 105.00           |                  | 1,510.00          |
| Telephone/Broadband           | 63.32                          | 192.91           | 83.51            | 65.41            | 186.68           | 62.63            | 64.73            | 203.16           | 78.05            | 65.45            | 96.25            | 202.70           | 1,364.80          |
| Mobile/Apple/Ink              | 20.78                          | 30.77            | 20.78            | 40.76            | 30.77            | 20.77            | 50.77            | 20.77            | 30.77            | 30.77            | 40.77            | 62.77            | 401.25            |
| DBS                           |                                |                  | 191.20           | 47.80            |                  |                  |                  |                  | 45.80            |                  |                  |                  | 284.80            |
| Subscriptions                 | 309.23                         |                  | 53.42            |                  | 139.99           |                  |                  | 84.00            |                  |                  |                  | 170.40           | 757.04            |
| Staff Expenses                | 52.02                          | 71.56            | 48.93            | 83.55            | 36.30            | 73.65            | 116.56           | 75.06            | 6.33             | 114.60           | 325.93           |                  | 1,004.49          |
| Insurance                     |                                |                  |                  |                  |                  |                  |                  | 992.11           |                  |                  |                  |                  | 992.11            |
| United Washrooms              |                                | 81.76            | 140.80           |                  |                  | 140.80           |                  |                  | 140.80           |                  |                  | 140.80           | 644.96            |
| Accountancy                   | 51.18                          | 57.18            | 97.20            | 48.60            | 48.60            | 51.18            | 57.18            | 48.60            |                  | 97.20            | 48.60            | 59.40            | 664.92            |
| Staff Training                | 130.00                         |                  | 30.00            |                  |                  | 950.00           |                  |                  |                  |                  |                  |                  | 1,110.00          |
| Refund                        |                                |                  | 374.85           |                  |                  |                  |                  |                  |                  |                  |                  |                  | 374.85            |
| Bank fees                     | 0.98                           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | 0.98              |
| Miscellaneous                 |                                |                  | 3.00             | 360.00           |                  | 547.20           | 108.00           | 331.50           |                  |                  | 145.58           |                  | 1,495.28          |
| Charities                     |                                |                  |                  |                  | 75.00            |                  |                  |                  | 20.55            |                  |                  |                  | 95.55             |
| <b>Expenditure Subtotal</b>   | <b>14,843.38</b>               | <b>13,860.73</b> | <b>15,974.18</b> | <b>14,545.76</b> | <b>15,644.14</b> | <b>15,472.16</b> | <b>14,936.30</b> | <b>15,768.64</b> | <b>13,754.46</b> | <b>17,691.67</b> | <b>14,989.44</b> | <b>13,003.31</b> | <b>180,484.17</b> |
| <b>Profit/Loss</b>            |                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |
| Total Revenue (Cashflow)      | - 8,624.53                     | - 2,533.19       | - 8,435.88       | 14,610.39        | - 12,508.39      | - 2,475.02       | - 8,971.20       | 21,786.65        | - 10,027.71      | 3,316.78         | 20,223.19        | - 9,675.96       | - 3,314.87        |
| BALANCE                       | 52,884.60                      | 58,975.94        | 53,073.25        | 76,119.52        | 49,000.74        | 59,034.11        | 52,537.93        | 83,295.78        | 78,990.34        | 64,825.91        | 81,732.32        | 51,833.17        | -                 |
| Savings                       |                                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |
| <b>GRAND TOTAL</b>            | <b>Balance end August 2022</b> |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | <b>58,194.26</b>  |



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

31/08/2022

Charity no  
(if any)

1002181

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

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

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (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.

Signed:

Date: 19/06/2023

Name: Robert Cooper

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

FCA with Institute of Chartered Accountants in England and Wales

**Address:**

81 Pondtail Road

Horsham

RH12 5HP

**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.**

[Empty box for disclosure details]