



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	08	2021	To	31	07	2022

Section A Reference and administration details

Charity name Waterbeach Community Playgroup

Other names charity is known by

Registered charity number (if any) 1009956

Charity's principal address The Playhouse, School Grounds,
High Street, Waterbeach,
Cambridge
Postcode CB25 9JU

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	Laura El Fatmaoui	Chairperson	To 02/06/22	
2	Claire Palmer	Treasurer	From 05/10/21	
3	Yao Fu			
4	Nicola Little			
5	Maria Americo			
6	Emma Freeman			
7	Leanna Brierley		To 22/3/22	
8	Julia Johnstone		To 05/10/21	
9				
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18				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Fiona Thomas – Setting Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Preschool Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	The Charity is managed by a Committee of Trustees who delegate the day-to-day operation to the Setting Manager, who is employed for that purpose by the Trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are nominated and seconded by members of the Charity as defined in the Constitution and elected by the Management Committee.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
(c) instigating and adhering to and furthering the aims and objects of the Preschool Learning Alliance.

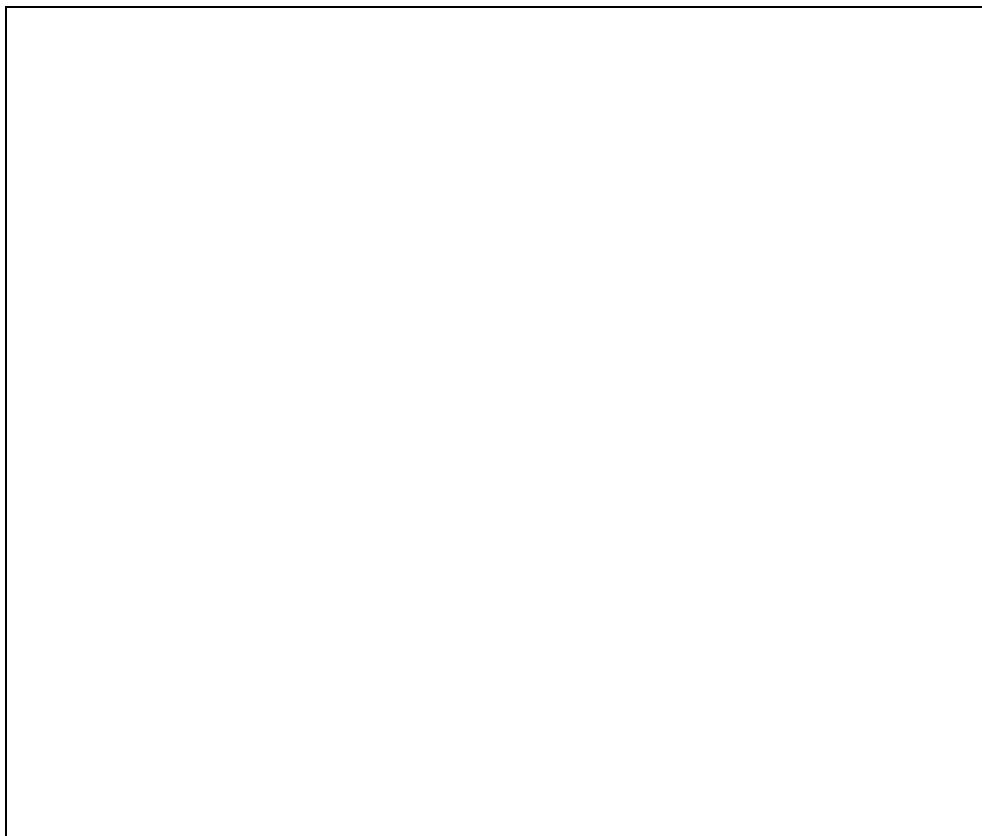
Our aim is to provide a safe and happy environment in which children can learn through play, making the transition from home to school as easy as possible for both the child and their parents. We provide a curriculum which meets the requirements of Ofsted and the County Council, allowing progression from preschool into the reception year and key stage 1 of the National Curriculum. In pursuing this aim, our Trustees have due regard for the guidance issued by the Charity Commission on Public Benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Once again, the school year began under the cloud of covid, it was difficult to predict what would happen as we headed into the Autumn term, but we were proud to have managed to remain unscathed with no positive cases amongst staff and children at this point. So, with continued restrictions in place and armed with our cleaning protocols we opened the doors to a very excited group of children, despite there being far fewer than during the previous year, their enthusiasm and excitement soon filled the playhouse, and the fun began. As usual we started the Autumn term with lots of exploration, finding out what really made the children tick, what activities they liked and of course looking at the wonderful Autumnal changes happening all around us. There was the usual autumn bounty to explore, and we enjoyed lots of sensory trays that really helped us to embrace the sights, sounds and smells of the changing season. We had great fun exploring and learning about Autumn together but before we knew it the half term was upon us, as Halloween fell in the holiday, we spent the last week having lots of spooky fun and even made some chocolate sprinkle covered apples to share at home. Throughout the Autumn term we enjoyed lots of exciting STEM activities that Ratna organised for us all, watching the children's fascination and their problem solving and reasoning skills develop was amazing and I think we all looked forward to each week's activity. Thank you, Ratna, for all your hard work and fantastic planning! Before we knew it Christmas was looming, and it was hard not to be caught up in the children's enthusiasm. They were all so excited to start opening the Playgroup advent calendar we made using photos of us all, seeing who was hiding behind the doors was a highlight of the day! We also made lots of wonderful sparkly creations to help decorate our homes.... Now anyone who works in early years will tell you it's not Christmas unless you go home each day festooned in glitter and sparkles and this year's cohort didn't disappoint! The children also enjoyed learning the nativity story and festive songs, it was so much fun watching them all try on the different costumes and the playhouse often resembled a very festive jumble sale. Unfortunately, once again due to Covid restrictions we were unable to perform our nativity story to parents/carers and other relatives in person so we called upon the now famous editing skills of Laura and her husband who created a fabulous DVD so everyone could enjoy the often-hilarious acting skills of the children, this year's highlights were the wonky donkey, fidgeting angels, a very excitable shepherd and our children's inability to pronounce the word nativity. The Autumn term drew to a close with our much-anticipated Christmas party full of dancing, games, festive food, and a visit from the big man himself! (Thank you to Sarah for organising this and our wonderful volunteer Dean Jackson for once again agreeing to become FC for the day!!!) We all had a fantastic time. Post-Christmas there was a spike in covid cases and unfortunately most of the staff team finally succumbed which meant there were some difficult decisions to be made about how we could continue to offer places to as many children as we could without compromising safety, our parents were amazing and so supportive and thankfully we managed to get back on track by the beginning of February. The spring term was a term of celebrations and special days as we explored Diwali and Chinese New Year with activities that helped us learn about these special times that some of our children and their families enjoy. In early February we had a few flurries of snow which led us onto exploring all things cold and icy and then of course we finished the half term with lots of love themed valentines' activities from love potions to decorated hearts. Following the half term holiday, we celebrated Twosday, pancake day, world book day and of course the first signs of spring as well as managing to incorporate our children's interests which this year were mostly rainbows and all things construction. The children continued to enjoy and benefit from the

start sporty sessions where they engaged in lots of fun activities to keep them active. This year the playgroup celebrates its 50th year anniversary, so over the Easter holidays we tasked the children and staff to take part in a sponsored challenge 50 activity, we had lots of inventive ideas like baking 50 cupcakes, cycling 50km, kicking 50 goals, 50 star jumps and hitting a tennis ball over the net 50 times to name but a few. We were amazed at the children's ideas, efforts and the fact we were also able to raise a huge amount of money for playgroup. The summer term started with brighter warmer days where we enjoyed lots of outdoor fun and focussed on growth and change, the children all had an opportunity to plant sunflower and runner beans that they carefully watered and nurtured. We were then all so excited to plan and prepare for the delivery of 5 wonderful duck eggs as we took part in a hatching program. The day the eggs arrived the excitement was palpable, and the eager anticipation of the hatching day and the arrival of our beautiful ducklings began. We were not disappointed and were extremely pleased to welcome all five ducklings, Mummy duck Sarah and the children spent many an hour looking after the adorable fluffy ducklings every need including teaching them how to swim!!! We also had fun learning how to keep our teeth healthy, we made lots of low sugar snack recipes, looked at the sugar content of many of our favourite snacks and each child received a special teeth cleaning pack with toothbrush, paste and a sticker chart, you should have seen the mass of sparkly white teeth on show after all the fabulous teeth cleaning! We celebrated our late Queen's platinum jubilee with a special garden party and enjoyed lots of summer fun together and before we knew it we were hurtling towards the end of term. The summer term is one of lots of change as the rising fives start their transition visits at their new schools, I was once again in awe of my amazing team as they worked tirelessly to ensure that the children moving onto school were more than prepared whilst still supporting those who would be returning after the summer. Our aim is that the children leave us independent, resilient, and ready for the next steps in their educational journey and I believe that despite everything that covid threw at us this year's cohort were more than ready. We ended the term as usual with an emotionally charged leavers lunch and celebration for our rising fives, it felt wonderful to be able to share this with the children and their families with no restrictions and we all had a fantastic day. As usual I would like to close my report by thanking the amazing team that make up Waterbeach Community playgroup firstly the wonderful staff I have the pleasure to work with, Sarah, Monika, Kate, and Ratna who work tirelessly to support our children and families. Our wonderful committee, Laura, Yao, Maria, Nicola, Claire, Emma and Leanna who have helped steer us through yet another very challenging year, without all their time, effort, commitment, and dedication there wouldn't be a playgroup. And finally, to our amazing children and their families who make everything we do so worthwhile.

Fiona Thomas – Manager
Waterbeach Community Playgroup

Brief statement of the charity's policy on reserves

We consider it prudent to hold funds in reserve to allow for:

Closure Contingency. If we had to close playgroup, we would need to meet our obligations to staff and the WASPS afterschool club who co-own our building. We calculate this as follows:

1/3 of [a year's salaries and HMRC / Pension payments combined] (approximating to 1 term's obligation) + 1 year's rent (based on figures for the last full year).

Our reserves for 2021 – 22 therefore are calculated as follows:

1/3 of [year's salary + HMRC & pension payments]
= £69,798 / 3 = £23,207
+ 1 year's rent of £6,600

Closure Contingency £29,807

Maintenance Contingency. Our premises are now 20 years old and require increasingly expensive maintenance. We consider it prudent to hold a reserve against the future maintenance / replacement costs of the Playhouse.

We calculate this as follows:

Total Cash at Bank (2021 – 22) £76,141
Less working capital £5000
Less contingency vs closure £29,807

Maintenance Contingency £41,334

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	C. Palmer	E. Freeman
Full name(s)	Claire Palmer	Emma Freeman
Position (eg Secretary, Chair, etc)	Treasurer	Trustee
Date	06/10/22	



Receipts and payments accounts

CC16a

For the period
from

01/08/2021

To

31/07/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	15,112	-	-	15,112	11,828
Funding	61,090	-	-	61,090	89,436
CJRS Claim	-	-	-	-	750
Coronavirus Insurance Claim	-	-	-	-	1,785
Donations	30	-	-	30	651
Fundraising	1,927	-	-	1,927	1,026
Milk Refund	427	-	-	427	442
Sale of Uniforms	12	-	-	12	64
Commission (Photographs)	141	-	-	141	144
French Lessons	110	-	-	110	120
Other income	80	-	-	80	68
Bank Interest received	81	-	-	81	128
Sub total (Gross income for AR)	79,010	-	-	79,010	106,442
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	79,010	-	-	79,010	106,442
A3 Payments					
Staff salaries	61,831	-	-	61,831	61,274
National insurance contributions	5,340	-	-	5,340	5,933
Pension Contributions	2,449	-	-	2,449	2,589
Temporary staff costs	234	-	-	234	48
Rent and JV Costs	7,944	-	-	7,944	6,644
Milk Cost	472	-	-	472	502
Groceries	487	-	-	487	504
First Aid Supplies	125	-	-	125	37
Clothing and uniforms	326	-	-	326	776
Other staff costs	124	-	-	124	754
Office costs	1,521	-	-	1,521	1,638
Other Equipment	130	-	-	130	2,901
Gifts & Entertaining	29	-	-	29	310
Charitable donations	-	-	-	-	150
Educational Resources & Services	3,204	-	-	3,204	2,326
Subscriptions & Fees	686	-	-	686	623
Bank Charges	96	-	-	96	81
IT costs	498	-	-	498	383
Insurance	438	-	-	438	-
Sub total	85,936	-	-	85,936	87,474
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	85,936	-	-	85,936	87,474
Net of receipts/(payments)	- 6,926	-	-	- 6,926	18,968
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	83,066	-	-	83,066	64,099
Cash funds this year end	76,141	-	-	76,141	83,066

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Building Society Current Account	3,608	-	-
	Building Society Business Saver	29,267		
	Charities Aid Foundation Account	43,244		
	Fundraising Float	20	-	-
	Petty Cash Float	1	-	-
	Total cash funds		76,141	-
(agree balances with receipts and payments account(s))		OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Santander current account - restricted to use on the Joint Venture - described in section B4	-	670	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	The Premises Fund (Joint Venture) is managed jointly with Waterbeach After School Play Scheme with equal ownership of the assets. The assets of the fund comprise of leasehold land and buildings, other buildings, fixtures, fitting and equipment as well as a jointly held bank account. All tangible fixed assets are fully written off as at 31 July 2022.	Leasehold land & buildings	138,909	-
		Other land and buildings	18,819	-
		Fixtures, fittings and equipment	9,529	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
C.Palmer	Claire Palmer	06/10/2022
E. Freeman	Emma Freeman	06/10/2022



Independent Examiner's Report

**Report to the trustees/
members of**

Waterbeach Community Playgroup

**On accounts for the year
ended**

31 July 2022

**Charity no
(if any)**

1009956

Set out on pages

2-3

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

12/10/2022

Name:

Julia Jones

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

FCA ICAEW

Address:

Burnham House, Splash lane, Wyton, Huntingdon, PE28 2AF