



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	08	2022		31	07 2023

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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 Claire Palmer		To 06/10/2022	
2 Yao Fu		To 06/10/2022	
3 Nicola Little		To 06/10/2022	
4 Maria Americo		To 06/10/2022	
5 Emma Freeman			
6 Leanna Brierley		From 06/10/2022	
7 Uresha Rodrigo		06/10/2022-28/02/2023	
8 Abigail Woods		06/10/2022-06/07/2023	
9 Chelsy Maria Jacob		From 28/02/2023	
10			
11			
12			
13			
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17			
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19			
20			

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

Name	Dates acted if not for whole year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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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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.

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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.

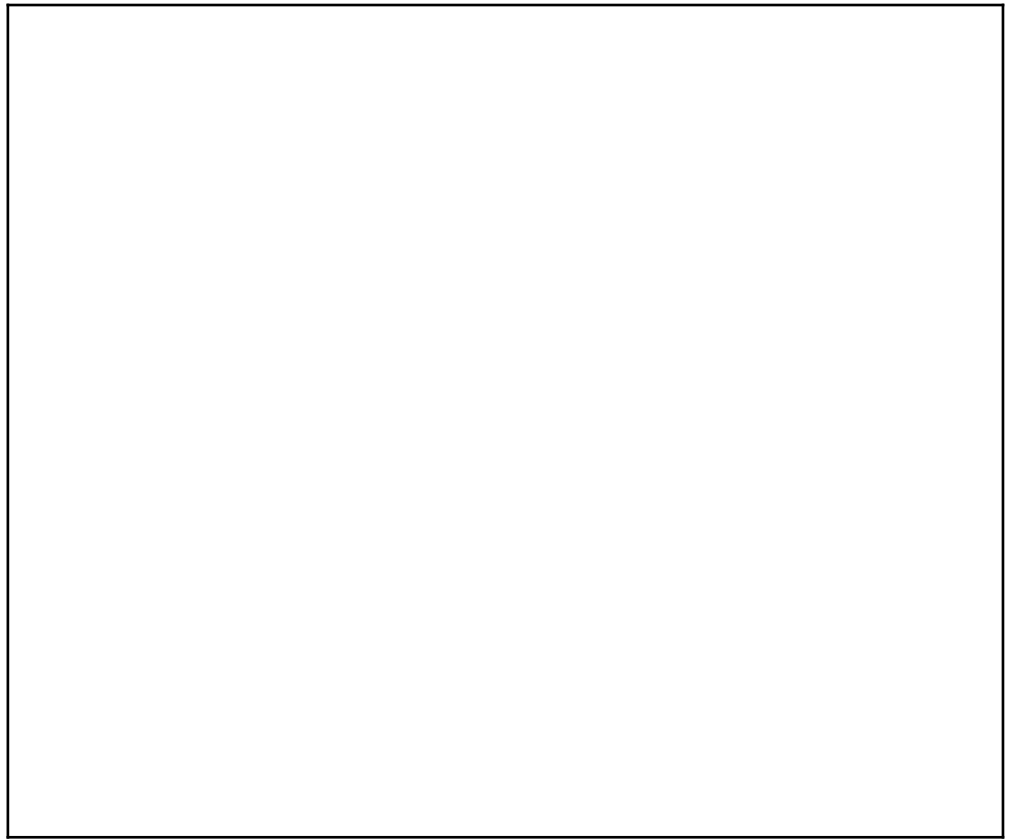
Our aim is to provide a safe and happy environment in which children can learn through play, making the transition from home to school as easy as possible for both the child and their parents. We provide a curriculum which meets the requirements of Ofsted and the County Council, allowing progression from pre school 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.



Summary of the main achievements of the charity during the year

We started the Autumn term with a dedicated new starters induction and settling in session for all the children joining playgroup for the very first time, this enabled us to make good bonds with the families and children which proved very effective and was very much enjoyed by staff following the restriction covid had placed on us in the previous 2 years.

As always the Autumn term was full of lots of exploration, firstly making use of the good weather and looking at beach and summer themed activities which encouraged lots of talk about experiences the children had had during the long summer break. This seemed to quickly flow into thinking about the changing season and of course there was the usual autumn bounty to explore, we enjoyed lots of sensory trays that really helped us to embrace the sights, sounds and smells of Autumn. We had great fun exploring and learning about Autumn together but before we knew it the half term was upon us and it was time to bid farewell for now to Ratna as she began her maternity leave. We had already welcomed Megan to the staffing team so the transition was smooth. The remainder of the autumn term seemed to whizz by in a flurry of Halloween and other fun activities and before we knew it we were learning the nativity story and lots of festive tunes. With great excitement we started opening the Playgroup advent calendar we had made using photos of us all, the children loved to guess who might be hiding behind each door.

As normal in December everything was bedazzled with glitter and sparkles as we made lots of wonderful sparkly creations to help decorate our homes ... The children also made special Christmas eve plates as our festive fundraiser, which helped to raise much needed funds for the playgroup.

We decided that this year we would have a Christmas crafts open morning for parents and carers and produce a nativity video, the craft morning was very well attended and the children loved having their parents at playgroup and enjoyed making Christmas crafts together, sharing a festive snack, a story and finishing with singing some Christmas songs together. Unfortunately, we were unable to produce a full Christmas video due to lots of illness, but we did our best at capturing the children trying on the nativity costumes and singing some hilarious renditions of popular children's carols.

The Autumn term drew to a close with our much-anticipated Christmas party full of dancing, games, festive food, and a visit from Ratna and her new baby Shriya! We all had a fantastic time and were all feeling suitably festive and ready for the big day!

Post-Christmas illness seemed to continue to plague us in January and unfortunately covid raised its ugly head again, however we ploughed on and had lots of fun together thinking about all things cold and icy and the birds and wildlife in our gardens and what they might be eating to sustain themselves. This led onto thinking about lots of different animals and their habitats from farm animals to all of the creatures that live in the seas and oceans around the world. And of course, we celebrated Shrove Tuesday, sampling some delicious pancakes and the children all had a go at trying to flip pancakes too!

After the half term break we celebrated World book day by having a week of exploring our favourite stories from the Gruffalo to an amazing Going on a bear hunt themed day.

In March we enjoyed a few brief snowy spells that we made the most of with snowballs, snow angels and of course lots of hot chocolate to warm us all up. Before moving swiftly onto world science week where we took part in lots of fun experiments together and then maths week where we looked at numbers, counting and patterns. We finished the term with lots of easter themed activities.

The summer term started with brighter warmer days where we enjoyed lots of outdoor fun and focussed on growth and change, one of the biggest changes was in staffing as Monika and Megan both decided to move onto pastures new, this didn't stop the remaining staff ably assisted by some bank staff from planning some fantastic experiences for the children including planting sunflower and runner beans, taking part in the duck hatching program and hatching our very own playgroup ducks that were duly named Charlie, Rosie, crystal and rainbow and also learning how to keep our teeth healthy, 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!

The summer term is a time where we reflect on the year and think about how much we have all changed and grown and we start thinking about the changes ahead for the rising fives as they move onto their new schools and of course those that are staying and joining us for the very first time. Our aim at community playgroup is that the children leave us independent, resilient, and ready for their next steps on their educational journey and I believe that once again our children were more than ready.

We ended the term as usual with our leavers lunch and celebration for our rising fives. It was lovely to share this special day with the children and their families and we all had a fantastic time.

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, Kate, Ratna, Abby and Laura who work tirelessly to support our children and families. Our wonderful committee Emma, Leanna, Uresha, Chelsy, Abby and Rachel 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.

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 (approximating to 1 term's obligation) + 1 year's rent (based on figures for the last full year)

Our reserves for 2022-2023 therefore are calculated as follows:
1/3 of year's salary + HMRC/pension payments £71,823/ 3 = £23,941
1 Year's Rent and JV costs £8,250

Closure Contingency £32,191

• 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 (2022-2023) £68,776
Less working capital (incl. cash at bank, floats, petty cash) £5,000
Less closure contingency £32,191

Maintenance Contingency £36,580

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.

Section F Other optional information

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

Signed on behalf of the charity's trustees

Signature(s) CM Jacob	Kirsty
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Full name(s) Chelsy Maria Jacob	Kirsty Lu
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Position (eg Secretary, Chair, etc) Treasurer	Secretary
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Date 03/07/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Waterbeach Community Playgroup

1009956

Receipts and payments accounts

CC16a

For the period
from

1/8/2022

To

31/7/2023

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	21,881	-	-	21,881	15,112
Funding	76,537	-	-	76,537	61,090
Donations	435	-	-	435	30
Fundraising	1,698	-	-	1,698	1,927
Milk Refund	755	-	-	755	427
Sale of Uniforms	-	-	-	-	12
Commission (Photographs)	95	-	-	95	141
French Lessons	-	-	-	-	110
Other income	142	-	-	142	80
Bank Interest received	287	-	-	287	81
Sub total (Gross income for AR)	101,830	-	-	101,830	79,010
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,830	-	-	101,830	79,010
A3 Payments					

Staff salaries	78,682	-	-	78,682	61,831
National insurance contributions	2,834	-	-	2,834	5,340
Pension Contributions	2,886	-	-	2,886	2,449
Temporary staff costs	1,479	-	-	1,479	234
Rent and JV Costs	12,613	-	-	12,613	7,944
Fees refunds	42	-	-	42	
Milk Cost	702	-	-	702	472
Groceries	642	-	-	642	487
First Aid Supplies	98	-	-	98	125
Clothing and uniforms	222	-	-	222	326
Other staff costs	749	-	-	749	124
Trustee costs	40	-	-	40	
Office costs	1,259	-	-	1,259	1,521
Other Equipment	244	-	-	244	130
Gifts & Entertaining	33	-	-	33	29
Educational Resources & Services	3,570	-	-	3,570	3,204
Subscriptions & Fees	569	-	-	569	686
Bank Charges	60	-	-	60	96
IT costs	928	-	-	928	498
Fundraising costs	1,025	-	-	1,025	
Marketing costs	25	-	-	25	
Insurance	468	-	-	468	438
Other costs	26	-	-	26	
Sub total	109,196	-	-	109,196	85,934
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	109,196	-	-	109,196	85,934

Net of receipts/(payments)	- 7,366	-	-	- 7,366	- 6,924
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	76,142	-	-	76,142	83,066
Cash funds this year end	68,776	-	-	68,776	76,142

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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	4,879	-	-
	Building Society Business Saver	29,467	-	-
	Charities Aid Foundation Account	34,409		
	Fundraising Float	20		
	Petty Cash Float	1	-	-
	Total cash funds		68,776	-
	(agree balances with receipts and payments account (s))	OK	OK	OK
	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	-	4,999	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

			-	-
			-	-
			-	-
	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 2023.	Leasehold land & buildings	138,909	-
		Other land and buildings	18,819	-
		Fixtures, fittings and equipment	9,529	-
			-	-
			-	-
			-	-
			-	-
			-	-
	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	
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Report to the trustees/	Waterbeach Community Playgroup		
On accounts for the year	31-Jul-23	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 2023.

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: *C. Palmer* **Date:** 9/9/2023

Name: Claire Palmer

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

FCA ICAEW
Fellow of the Institute of Chartered Accountants in England & Wales

Address: 39 Vicarage Close, Waterbeach, Cambridge, CB25 9QG