



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2023		31	07	2024

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	Leanna Brierly		06/10/2022 – 01/01/2024	
2	Chelsy Maria Jacob		28/02/2023 – 08/10/2024	
3	Lizzie Morris		6/10/2023 – 8/10/2024	
4	Kirsty Lu		From 6/10/2023	
5	Rachel Jones		From 6/10/2023	
6	Daniella Peluso-White		From 8/10/2024	
7	Hannah Cox		From 8/10/2024	
8	Lizzie Ogden		From 8/10/2024	
9	Robert Bull		From 8/10/2024	
10	Melanie Bull		From 8/10/2024	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Preschool Learning Alliance Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	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 <i>(eg. appointed by, elected by)</i>	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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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.

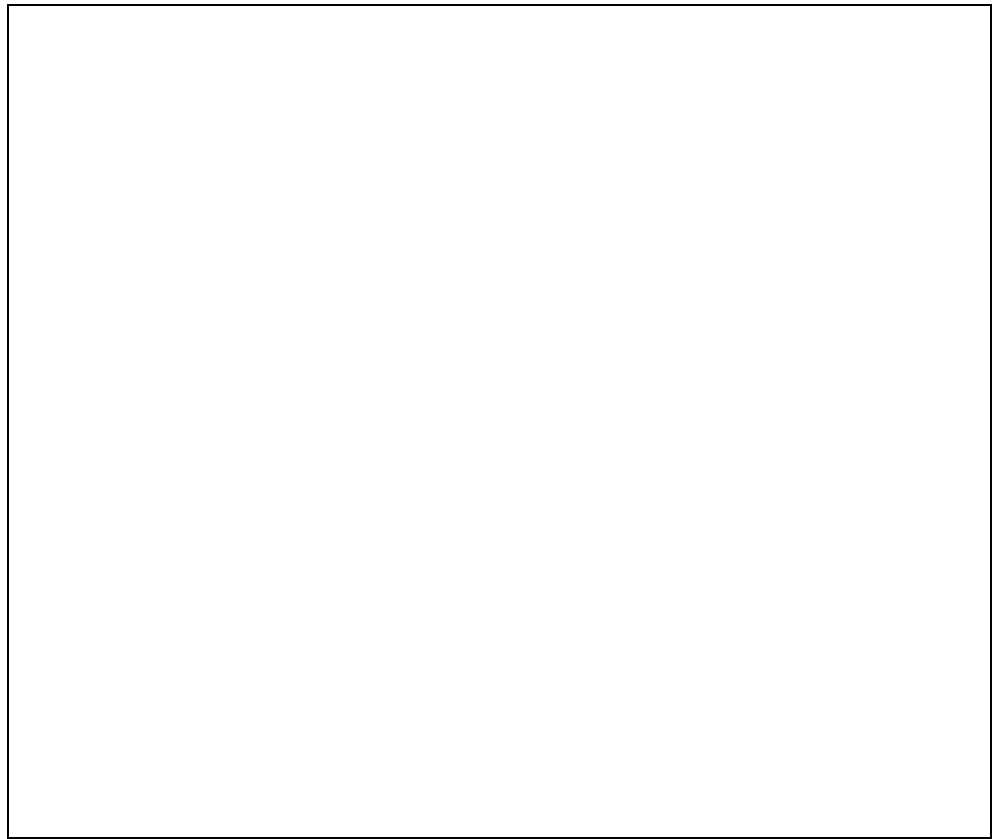
Our aim is to provide a safe and happy environment in which children can learn through play, making the transition from home to school as easy as possible for both the child and their parents. We provide a curriculum which meets the requirements of Ofsted and the County Council, allowing progression from preschool into the reception year and keystone1 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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our year together started once again with a dedicated new starters induction and settling morning for those children joining playgroup for the very first time, this is a lovely way to get to know all the children and families and proved very successful. As always, we spent September settling back into playgroup focussing on what we did during the long summer break and learning about each other with our all about me theme, we made use of the good weather and spent lots of time in the garden, it was lovely to hear the playhouse so full of laughter and chatter. Spending time in the garden meant the children could observe the changing season and we were soon enjoying the bounty of Autumn from conkers, vibrant coloured leaves, acorns and of course the antics of the very cheeky squirrels that live on the school site. We also began our first weekly cooking sessions baking autumnal treats for all. Our AGM was a success and as we waved a fond farewell to Emma and thanked her for time on the committee we welcomed our newly formed committee of Leanna, Kirsty, Rachel, Chelsy and Lizzie who have worked tirelessly to support us throughout the year. Once we reached the half term point the remainder of the autumn term seemed to fly by as we continued our Autumn exploration, explored space, had lots of Halloween fun, thought about why we wear poppies and celebrated World Nursery rhyme week. As the colder weather arrived we looked at all things cold and icy and of course as it inevitably does this rolled into our 'sparkly season' where you end up with glitter and sparkles everywhere.....if you stand still too long at this time of year you will end up festooned with glitter and sequins! The children made special Christmas mugs as our Christmas fundraiser, and we had a very well attended Family Christmas craft morning. We also took part in the Landbeach Christmas Tree Festival entering our 'Treely unique' Christmas tree created from handprints of all of the children and staff who make up playgroup, we were absolutely thrilled to receive the Judges' Choice prize for our efforts. As the Autumn term drew to a close we had to say goodbye to Abby who looked after the caterpillar group, we were sad to see her go but thank her for all she did throughout her time both on the committee and as a much loved member of staff. We finished the year with a Christmas party for all where the children enjoyed the Mr Marvel magic show and lots of dancing and merriment, we all had a fantastic time and left feeling suitably festive and ready for Christmas with our families. In the first half of spring term we had a dedicated messy play week which included lots of ice and all things cold to reflect the season, this led onto us thinking about the birds in our garden and what they eat as we joined in the Great Garden Bird Watch. We also explored storytelling and traditional tales, Chinese new year and Shrove Tuesday. At Community Playgroup we feel it's very important to empower children to be confident to talk about how they feel, their likes and dislikes and also how we can be kind and supportive so we took part in Mental health week which had the theme 'A Child's Voice'. We had lots of activities on offer to support this and it was great to see children actively thinking about and exploring the ideas and activities and then using what they'd learnt. With the first signs of spring appearing, we started the second half of the term looking at the changes in our environment with lots of spring themed activities. We participated in science week with lots of amazing science experiments and of course we explored Easter and new beginnings. At the end of the Spring term we said goodbye to Sarah Hughes who had been a valued member of staff at playgroup for nearly 7 years, we thank her for the care and support she gave the children, setting and staff. Over the Easter holidays we took delivery of some amazing new bespoke storage created by local carpenter and Playgroup parent Scott Jones, we are very thankful to him and James Morris who transported them and installed them for us to fill with resources. We were able to purchase these and the storage baskets following our successful

bid for a Tesco community grant through their token scheme. The children love being able to self-select resources and it's made early morning set up much more efficient too! As the summer term began, we were really happy to welcome Sarah Heil as acting deputy manager, she settled in well and quickly became a firm favourite with the children. The term was filled with fun as we looked at life cycles and welcomed the eagerly awaited duckling hatching program....it was so exciting to watch the ducklings emerge and the children take on caring roles for our little ducklings who were duly named Quack, Jingle bells, Leaf, Bob and Lily. We then looked at hand hygiene, and as the weather had begun to warm up, we explored sun awareness and safety. In June we were busy creating costumes so our children could join in with the village feast parade. As a community playgroup we think it's really important that our children are proud of their village and surrounding areas and grow to become active, supportive members of the community and believe taking part in these celebrations really helps to embed these values. Sadly, in mid-June we had to say goodbye to another valued member of the staff team when Ratna left to join another early years setting. We are thankful for her care and commitment to us all whilst she was at playgroup. With a gap in the team, we were pleased to successfully recruit 2 new members of staff, Rebecca and Lizzy who have brought new energy and enthusiasm to the setting. The remainder of the term was spent exploring healthy eating and oral hygiene where every child had the opportunity to create healthy, tooth friendly recipes and take part in our big brush. The children all received a toothbrush, toothpaste and sticker chart provided by playgroup from funds raised through our Easter sponsored challenge. We also looked at growth, change and transitions as we prepared our rising fives for their move to school and our younger children to the changes that come as the older children leave. Our term ended with an end of term and leavers lunch for all children where we celebrated the rising fives' unique contributions to playgroup, and everyone had chance to say goodbye. I would like to close my report by thanking the amazing team that make up Waterbeach Community Playgroup - firstly the wonderful staff I have had the pleasure to work with this year, Sarah, Sarah, Kate, Ratna, Abby, Laura, Rebecca and Lizzy who work tirelessly to support our children and families. Secondly, our wonderful committee Leanna, Kirsty, Rachel, Lizzie and Chelsy, 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:

• A Closure Contingency of £37,235

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

1/3 of a year's salaries and employer costs (approximating to one term's obligation) + 1 year's Joint Venture contributions (based on figures for the current year's JV budget).

Our closure contingency for the financial year ending on 31st July 2024 is therefore calculated as follows:

1/3 of last year's salary and employer costs	£26,435
1 year's JV contributions for rent and premises costs	£10,800

Closure contingency at 31st July 2024	£37,235
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• A Maintenance Contingency of £34,985

Our premises are over 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 funds at 31st July 2024	£77,220
Less working capital	£5,000
Less closure contingency	£37,235

Maintenance contingency at 31st July 2024	£34,985
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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 F Other optional information

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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)	R Jones	
Full name(s)	Rachel Jones	
Position (eg Secretary, Chair, etc)	Trustee	
Date	29/11/2024	

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Waterbeach Community Playgroup
Annual accounts for the year ended
Year ended 31 July 2024
Charity number 1009956

Contents

1. Independent examiner's report on the accounts
2. Receipts and payments
3. Statement of assets and liabilities



Report to the	Waterbeach Community Playgroup		
On accounts for the	31-Jul-24	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 2024.

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:** 07/09/2024

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



Receipts and payments accounts

CC16a

For the period
from

01/08/2023

To

31/07/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	20,812	-	-	20,812	21,881
Funding	83,281	-	-	83,281	76,537
Donations	102	-	-	102	435
Fundraising	1,619	-	-	1,619	1,698
Milk Refund	667	-	-	667	755
Sale of Uniforms	-	-	-	-	-
Commission (Photographs)	-	-	-	-	-
Other income	432	-	-	432	237
Grants received	-	1,000	-	1,000	-
Bank Interest received	852	-	-	852	287
Sub total (Gross income for AR)	107,765	1,000	-	108,765	101,830
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	107,765	1,000	-	108,765	101,830
A3 Payments					
Gross salary	75,815	-	-	75,815	78,682
National insurance contributions	-	-	-	-	2,834
Pension Contributions	1,227	-	-	1,227	2,886
Temporary staff costs	2,263	-	-	2,263	1,479
Rent / JV contributions	10,464	-	-	10,464	12,613
Fees refunds to families	706	-	-	706	42
Milk	712	-	-	712	702
Groceries	519	-	-	519	642
First Aid Supplies	-	-	-	-	98
Children's uniform	-	-	-	-	-
Children's outdoor clothing	-	-	-	-	-
Clothing and uniforms	-	-	-	-	222
Other staff costs	-	-	-	-	749
Trustee costs	54	-	-	54	40
Office costs	3,105	-	-	3,105	1,259
Other Equipment	173	1,000	-	1,173	244
Gifts & Entertaining	265	-	-	265	33
Educational Resources & Services	2,925	-	-	2,925	3,570
Subscriptions & Fees	442	-	-	442	569
Training and development	416	-	-	416	-
Bank Charges	62	-	-	62	60
IT costs	-	-	-	-	928
Fundraising expenses	173	-	-	173	1,025
Marketing	-	-	-	-	25
Insurance	-	-	-	-	468
Charitable donations paid	-	-	-	-	-
Other costs	-	-	-	-	26
Sub total	99,321	1,000	-	100,321	109,196
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	99,321	1,000	-	100,321	109,196
Net of receipts/(payments)	8,444	-	-	8,444	- 7,366
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	68,776	-	-	68,776	76,142
Cash funds this year end	77,220	-	-	77,220	68,776

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	8,479	-	-
	Building Society Business Saver	30,149	-	-
	Charities Aid Foundation Account	38,516		
	Fundraising Float	20		
	Petty Cash Float	57	-	-
	Total cash funds		77,220	-

(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	-	1,756	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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 2024.	Leasehold land & buildings	138,909	-
		Other land and buildings	18,819	-
		Fixtures, fittings and equipment	17,463	-
			-	-
			-	-
			-	-

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

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Waterbeach Community Playgroup
Annual accounts for the year ended
Year ended 31 July 2024
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Signed:	<i>C. Palmer</i>	Date:	07/09/2024
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Name:	Claire Palmer
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Relevant professional qualification(s) or body (if any):	FCA ICAEW Fellow of the Institute of Chartered Accountants in England & Wales
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Address:	39 Vicarage Close, Waterbeach, Cambridge, CB25 9QG



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		-	-	-
		-	-	-
		-	-	-
		-	-	-

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)
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			-	-
			-	-
			-	-

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