



Chairperson's report for Waterbeach Community Playgroup's AGM Monday 6th October 2025

Introduction

I would like to start by thanking both staff and committee for all they have achieved this past year. We are particularly pleased to have achieved a 'Good' rating at our Ofsted inspection in January, and we are proud that the friendly and welcoming nature of our setting shone through.

Staffing and committee

At last year's AGM, two of the previous committee members were re-elected (myself as chair, and Rachel Jones as treasurer) and four new members joined – Lizzie Ogden, Robert Bull, Melanie Bull and Daniella Peluso-White. We have worked together really well this year, with everyone combining their efforts, skills and ideas. Daniella stepped down in June as her family moved on from playgroup, and Rob, Melanie and Rachel will now be stepping down as their children have started school. We thank them all for all the time and energy they have devoted to support the smooth running of the playgroup.

In terms of staffing changes, in December we said goodbye to Laura El-Fatmaoui, our Finance and Administration Assistant, as she moved to a new role at the school. We thank her for her years of service to the playgroup community and particularly for supporting the committee to fulfil our roles. We were very pleased to recruit Emma Hawkins to take over from Laura.

As a committee we want to support the wellbeing of our staff, and to this end we agreed an enhancement to our policy for sick pay, entitling staff to up to ten days' paid sick leave per academic year, in addition to the statutory entitlement.

Premises

This year we replaced the artificial grass in the back garden, and also replaced the kitchen oven – both of which were necessary to ensure the safe enjoyment of activities for our children. We were also pleased to receive a grant from the Waterbeach Community Association to buy a new noticeboard for the front garden, as the old one was in a poor state of repair.

Fundraising

This year we carried out our regular fundraising activities: hosting a games stall at the Winter Fair and the Village Feast, selling crafts made by the children as Christmas gifts for family and friends, running an Easter cake sale, and organising a sponsored challenge for the children. I would like to thank all the staff, committee and parents who have given their time and money to support these efforts – particularly Rachel Jones for taking the lead on organising the stalls. We are also very grateful to have received some generous donations from the Waterbeach Colts and other local businesses.



Thanks

I wanted to close my report by saying a special thank you to all those who have worked so hard this year to keep the playgroup thriving. I especially want to thank Fiona who works tirelessly for the good of all the children. We and they appreciate all that you do. To the rest of the staff team also – Sarah, Rebecca, Lizzie, Kate and Emma – we thank you for the care that you show to the children, for all the wonderful activities, learning, and friendships that you facilitate, and for giving up your time to support us in fundraising events and committee meetings.

Thank you to my fellow committee members who have dedicated so much of their free time to the running of playgroup, and to all those who are stepping forward to help for the year ahead. We look forward to working together and helping our children progress over the coming year.

Kirsty Lu

(Chair of the Waterbeach Community Playgroup management committee, 2024-2025)

learning through play!



Waterbeach Community Playgroup
Annual accounts for the year ended
Year ended 31 July 2025
Charity number 1009956

Contents

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



**Independent examiner's report
on the accounts**



| | | | |
|--------------------------------|--------------------------------|----------------------------|---------|
| Report to the trustees/ | Waterbeach Community Playgroup | | |
| On accounts for the | 31-Jul-25 | 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 2025.

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:** 01/10/2025

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

01/08/2024

To

31/07/2025

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 | 14,460 | - | - | 14,460 | 20,812 |
| Funding | 95,561 | - | - | 95,561 | 83,281 |
| Donations | 751 | - | - | 751 | 102 |
| Fundraising | 1,336 | - | - | 1,336 | 1,619 |
| Milk Refund | 677 | - | - | 677 | 667 |
| Sale of Uniforms | - | - | - | - | - |
| Commission (Photographs) | - | - | - | - | - |
| Other income | 214 | - | - | 214 | 432 |
| Grants received | - | 400 | - | 400 | 1,000 |
| Bank Interest received | 1,221 | - | - | 1,221 | 852 |
| Sub total (Gross income for AR) | 114,220 | 400 | - | 114,620 | 108,765 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 114,220 | 400 | - | 114,620 | 108,765 |
| A3 Payments | | | | | |
| Gross salary | 83,017 | - | - | 83,017 | 75,815 |
| National insurance contributions | - | - | - | - | - |
| Pension Contributions | 1,258 | - | - | 1,258 | 1,227 |
| Temporary staff costs | 576 | - | - | 576 | 2,263 |
| Rent / JV contributions | 10,696 | - | - | 10,696 | 10,464 |
| Fees refunds to families | - | - | - | - | 706 |
| Milk | 672 | - | - | 672 | 712 |
| Groceries | 520 | - | - | 520 | 519 |
| First Aid Supplies | - | - | - | - | - |
| Children's uniform | 14 | - | - | 14 | - |
| Children's outdoor clothing | - | - | - | - | - |
| Clothing and uniforms | - | - | - | - | - |
| Other staff costs | - | - | - | - | - |
| Trustee costs | - | - | - | - | 54 |
| Office costs | 3,752 | - | - | 3,752 | 3,105 |
| Other Equipment | 640 | 400 | - | 1,040 | 1,173 |
| Gifts & Entertaining | 709 | - | - | 709 | 265 |
| Educational Resources & Services | 2,446 | - | - | 2,446 | 2,925 |
| Subscriptions & Fees | 647 | - | - | 647 | 442 |
| Training and development | 1,204 | - | - | 1,204 | 416 |
| Bank Charges | 60 | - | - | 60 | 62 |
| IT costs | - | - | - | - | - |
| Fundraising expenses | 120 | - | - | 120 | 173 |
| Marketing | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Charitable donations paid | - | - | - | - | - |
| Other costs | - | - | - | - | - |
| Sub total | 106,331 | 400 | - | 106,731 | 100,321 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 106,331 | 400 | - | 106,731 | 100,321 |
| Net of receipts/(payments) | 7,889 | - | - | 7,889 | 8,444 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 77,220 | - | - | 77,220 | 68,776 |
| Cash funds this year end | 85,109 | - | - | 85,109 | 77,220 |

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 | 9,670 | - | - |
| | Building Society Business Saver | 31,072 | - | - |
| | Charities Aid Foundation Account | 44,312 | | |
| | Fundraising Float | 22 | | |
| | Petty Cash Float | 33 | - | - |
| | Total cash funds | | 85,109 | - |
| (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 | - | 1,832 | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| 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 2025. | 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 |
|-----------|------------|------------------|
| | | |
| | | |

learning through play!



Waterbeach Community Playgroup
Annual accounts for the year ended
Year ended 31 July 2025
Charity number 1009956

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| Subscriptions & Fees | 647 | - | - | 647 | 442 |
| Training and development | 1,204 | - | - | 1,204 | 416 |
| Bank Charges | 60 | - | - | 60 | 62 |
| IT costs | - | - | - | - | - |
| Fundraising expenses | 120 | - | - | 120 | 173 |
| Marketing | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Charitable donations paid | - | - | - | - | - |
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| B2 Other monetary assets | Santander current account - restricted to use on the Joint Venture - described in Section B4 | - | 1,832 | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| 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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| 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 2025. | Leasehold land & buildings | 138,909 | - |
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| | | | - | - |
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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 |
|-----------|------------|------------------|
| | | |
| | | |