



# Trustees' Annual Report for the period

	Period start date			Period end date			
From	1	08	2019	To	31	07	2020

## Section A Reference and administration details

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 Crawford	Co-Chair		
2	Liz Redfern	Co-Chair		
3	Louisa Smith	Treasurer		
4	Lydia Dibley	Secretary	Up to October 2019	
5	Edwina Hayward	Secretary	From October 2019	
6	Jake Rigby-Wilson		Up to October 2019	
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### 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
Accountant	Mike Denning	26 Orchard Way, North Bradley, Wilts, BA14 0SU

**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>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Pre-school Learning Alliance Model Pre-school Constitution 2011 (Adopted, 29.10.2014)
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Appointed by existing trustees

**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.

We are a pre-school playgroup managed by a volunteer parent committee of trustees. We take on different roles as committee members/trustees according to our own skills and experience. Each role has a detailed description of its responsibilities.

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

**Our aim is:**

- To enhance the development and education of children under statutory school age in a community-based group, closely involving parents/carers.
- To provide a safe, secure and stimulating environment.
- To work within a framework which ensures equality of opportunity for all children and families.
- To provide a high standard of education, meeting the requirements of the EYFS.

**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)**

At Playgroup the children are supported in developing their potential at their own pace. By providing developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum that leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum at school.

At Playgroup we focus on the prime areas of learning until a child reaches their third birthday after which time we focus on all seven areas of learning.

**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.

Volunteers form the management committee of the playgroup alongside the Early Years professional Playgroup leader.

Up to March 2020, parents also volunteered for each session to help with background activities, such as washing up and tidying away, but this has temporarily stopped because of pandemic safety restrictions.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

In 2019/20, we had planned to run 38 weeks of supervised Playgroup sessions but the pandemic lockdown restrictions meant that Playgroup was only able to open for 26 weeks. The sessions varied in length from 3.5 to 6.5 hours. We looked after children ranging from 2.5 to 4 years old.

2019/20 was expected to be a challenging year financially, primarily due to a low intake of children at the start of the year, but the enforced closure due to the Covid-19 pandemic made the financial situation even more difficult. We started the year with 15 children attending at least one session a week compared to 13 the previous year. Numbers were slow to pick up, but by the end of March 2021 there were 21 children on roll with several more due to start in the summer term.

Playgroup was able to support its staff throughout the closure by paying all staff at least 80% of their usual or average monthly salaries. This meant that Playgroup did not have to make any redundancies. Salaries were financed mostly through the continued local authority funding. In addition to this, Playgroup accessed the Coronavirus Job Retention Scheme and received grants of £1,686 during 2019/20, which went a small way towards covering lost private income.

Playgroup was able to re-open for the last two weeks of the summer term with full safety measures put in place to minimize risks to the children, their families and staff. We were very happy to welcome back the children from the pre-school cohort before they headed to school in September 2021.

A concerted effort was made to step up fundraising and a couple of successful fundraising events were held during the Autumn/Winter term, which involved playgroup families and were also open to the local community. After lockdown, fundraising continued in a limited capacity with Bags4School collections and online shopping donations. We raised £1,822 in funds to help finance learning resources and equipment for the children. In addition, we received a number of private and corporate donations totalling £2,995.

## Section D

## Achievements and performance

Playgroup finished the year with a net profit of £317, which was a good result given the challenging circumstances. It's worth noting that a considerably bigger profit would have been possible had the Covid-19 pandemic not been a factor.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our reserves policy covers: an allowance for the annual differences in timing between monthly costs and less frequent council Early Years funding payments; long-term liability for staff sickness (SSP); the need to cover a child's medical care needs for a year with additional staff if these costs are not covered by the local authority; the need to replace a large piece of equipment, the need to cover a new initiative for a limited period of term (e.g. a new session while it establishes); cover for all liabilities if we went into insolvency, as well as a small amount should any of the above be higher than planned. Total reserves policy is £32,000. We made a loss in 2018/19, meaning that our reserves stood at £37,000 by the end of 2018/19, compared to £38,700 the previous year. By the end of 2019/20, reserves had slightly recovered and stood at £37,340. There are many factors that could put significant financial pressures on the Playgroup going forwards, such as the trend towards fully funded sessions and increases to minimum wage, not to mention the impact of future pandemic-related closures. The committee is fully aware that it would be extremely difficult to replace these reserves should they become further depleted and continues to review how best to business plan to safeguard the setting in the medium-term.

### Details of any funds materially in deficit

Playgroup finished the 2019/20 financial year with a net profit of £317.

### 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.

Our main sources of income are:

Local authority early years funding (between up to 60% and 85% of funds annually depending on how the cohort pays for its places).

Charging for hours not covered by government funding (usually between 6% to 32% of funds, although in 2019/20 this was low at 13% due to not charging families throughout the closure).

Fundraising/donations (usually up to 9% of funds).

Our highest cost is that of our staff, some 80% of our fixed costs and this supports our aim of providing high quality care and education for the children who attend our setting.

As our costs are usually in line with our earnings, we do not have an investment portfolio. We hold a current account and a business savings account.

**Section F Other optional information**

**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Louisa Smith</i>	<i>L. Redfern.</i>
<b>Full name(s)</b>	Louisa Smith	Liz Redfern
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Co-Chair
<b>Date</b>	28/4/2021	

# ***Mike Denning***

## ***Accountancy and Bookkeeping Services***

**26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU**

**Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com**

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### **ACCOUNTS AND FINANCIAL STATEMENTS OF**

**BATHAMPTON PLAYGROUP**

**CHARITY NUMBER 1018967**

**FOR THE YEAR ENDED**

**31st JULY 2020**

# **Mike Denning**

## **Accountancy and Bookkeeping Services**

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### **REPORT OF THE ACCOUNTANT**

In accordance with instructions given, I have carried out an independent examination of the accounting records shown to me and can confirm that an accurate record of the financial activity of the Playgroup has been maintained. From these records, and other information supplied, I have prepared accounts for the year ended 31st July 2020 which are a true and fair view of the financial position of the Playgroup. The accounts have been prepared on a receipts and payments basis which, due to the level of income, are acceptable to the Charity Commission. Although a balance sheet is shown with these accounts, this is not a requirement of the Charity Commission. It is included to show the funds accumulated by the Playgroup and where they are held.

The following are amounts owed to and by the Playgroup as at 31st July 2020. These are not shown in the accounts due to the receipts and payments basis used -

#### **Monies owed to the Playgroup**

- 1) Coronavirus Job Retention Scheme Grant for July 2020 - £436.05. This was received on 10th August.

#### **Monies owed by the Playgroup**

- 1) Village Hall rent for July 2020 - £88.00
- 2) Accountancy - £120.00

#### **Other matters that have arisen during the year**

The playgroup received a restricted use donation of £100.00 from Bathampton Parish Council. This is to be used towards a woodworking bench which had not been purchased at the date of these accounts.

Grants received in the year, as shown in these accounts, are from the Coronavirus Job Retention Scheme.

#### **\*\* 2019 accounts amendment**

The combined total of salaries and employer pension contributions stated in the 2019 accounts was correct but the split between them was incorrect. The net loss for that year is unaffected and the correct figures are shown above.

There are no other matters arising during the year.

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Date 20/10/20

Signed  Denning

**MICHAEL F DENNING**

These accounts were approved by the committee and signed on their behalf by

LOUISA SMITH

Signed Louisa Smith

Position (TREASURER)

Date 21/10/20

**BATHAMPTON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31st JULY 2020**

	<u>Notes</u>	<u>2020</u>	<u>2019</u>
		£	£
<b><u>INCOME</u></b>			
Fees		2854	12693
LEA funding		29312	23717
Voluntary contributions		2635	2225
Fundraising		1822	1040
Donations		2995	0
Grants		1686	0
Restricted use donation / grant		100	0
Bank interest		30	36
Training contribution		0	0
Milk costs reclaimed		141	58
		<u>41573</u>	<u>39771</u>
<b><u>LESS EXPENDITURE</u></b>			
Salaries and wages		34495	33911 **
Employer pension contributions		670	563 **
Rent		2747	3768
Milk costs		84	143
Consumables	1	847	839
Equipment	2	581	113
Fundraising costs		235	0
Gifts		61	34
Training		172	374
Insurance / Compliance / Ofsted	3	816	608
Advertising and website costs		240	565
Trips and educational visits	4	0	45
Accountancy and payroll costs	5	309	232
Sundry expenses	6	0	284
		<u>41256</u>	<u>41479</u>
<b>NET INCOME FOR THE YEAR</b>		<u>£ 317</u>	<u>-1708</u>

**BATHAMPTON PLAYGROUP**

**BALANCE SHEET**

**AS AT 31st JULY 2020**

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	<u>Notes</u>	<u>2020</u>	<u>2019</u>
<b><u>CURRENT ASSETS</u></b>			
Barclays current account		18886	18533
Barclays premium account		18328	18294
Petty cash		126	196
<b>ACCUMULATED FUND</b>		<u>37340</u>	<u>37023</u>
<b><u>REPRESENTED BY</u></b>			
Accumulated funds brought forward		37023	38731
Net income for the year		317	-1708
		<u>£ 37340</u>	<u>37023</u>

**BATHAMPTON PLAYGROUP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31st JULY 2020**

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	<u>2020</u>	<u>2019</u>
	£	£
<b><u>EXPENDITURE</u></b>		
<b>1 Consumables</b>		
Resources - art and craft materials, food ingredients, planting/seeds etc	409	262
Printer ink and stationery	171	304
Telephone costs	20	0
Janitorial, PPE and first aid supplies	179	6
Snack costs	67	117
Staff welfare	0	22
Fundraising costs - now shown separately in accounts	0	128
	<hr/>	<hr/>
	£ 847	839
	<hr/> <hr/>	<hr/> <hr/>
<b>2 Equipment</b>		
Welly boot rack	157	0
Chairs	252	0
Telephone	39	0
Pedal bins	26	0
Books	31	0
Toys	75	4
Bookcase	0	35
Bikes, filing cabinet etc (from Jack & Jill closure)	0	70
Carpet	0	4
	<hr/>	<hr/>
	£ 581	113
	<hr/> <hr/>	<hr/> <hr/>

**3 Insurance / Compliance / Ofsted**

Insurance	508	502
PLA membership	108	106
Ofsted	100	0
DBS check	100	0

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£	816	608
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**4 Trips and educational visits**

Playwood	0	45
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£	0	45
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**5 Accountancy and payroll costs**

Accountancy	100	100
Payroll costs	209	132

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£	309	232
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**6 Sundry expenses**

Gardening services	0	238
Garden supplies	0	46
Play bark	0	0

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£	0	284
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LOUISA SMITH

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Position (TREASURER)

Date 21/10/20

**BATHAMPTON PLAYGROUP****INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31st JULY 2020**

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**BATHAMPTON PLAYGROUP**

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**BATHAMPTON PLAYGROUP**

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