



# Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	08	2020	To	31	07	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
**Postcode**

### 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	Liz Redfern	Chair		
2	Louise Heading	Treasurer		
3	Edwina Hayward	Secretary		
4	Claire Crawford			
5	Louisa Smith			
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12				
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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

### 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  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Pre-school Learning Alliance Model Pre-school Constitution 2011  
(Adopted, 29.10.2014)

Trustee selection methods  
(eg. appointed by, elected by)

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.

## Section C Objectives and activities

**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

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

## Achievements and performance

Our usual year offers 38 weeks of supervised Playgroup sessions but due to the ongoing Covid 19 pandemic we were unable to offer our usual sessions for the whole year. A case of Covid in December 2020 meant the playgroup closed a week early before Christmas and the national lockdown in January meant we were only able to open for two days a week in Term 3 due to staffing shortages due to school closures. For most of the year we were able to offer our normal sessions which varied in length from 3.5 to 6.5 hours. We looked after children ranging from 2.5 to 4 years old.

2020/21 was expected to be a challenging year financially, primarily due to a low intake of children at the start of the year, but the ongoing uncertainty caused by the Covid-19 pandemic made the financial situation even more difficult. We started the year with 12 children attending at least one session a week compared to 15 the previous year. Numbers were slow to pick up, as until term 4 we could not accept new children due to the staff shortages and reduced sessions caused by the national lockdown in January 2021. However, by the end of July there were 19 children on roll.

Playgroup was able to support its staff throughout the year (staff who didn't work in the January lockdown accepted a 20% reduction in salary for this period) and we were assisted financially by the fact that the local authority funded terms 1 and 2 based on the previous years' numbers and also funded us for term 3 as if we had provided our usual opening hours. Many parents continued to make voluntary donations per session for the sessions we were able to run. In addition, we received a payment from the Coronavirus Job Retention Scheme relating to the previous financial year of £1,094; a cleaning grant of £250 from the local authority and a £100 grant from the Parish Council.

We had a very successful year in terms of fundraising: we ran two raffles (one at Christmas and one in July); we received a donation of £333 from the Waitrose Community Matters scheme and continued Bags2School collections and online shopping donations. We raised £2,629 in funds to help finance learning resources and equipment for the children. In addition, we received a corporate donation of £5,000 from the family of a child at playgroup. This all meant that what we expected to be a very challenging year for playgroup ended up with us making a profit.

## 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 local authority 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.

## Details of any funds materially in deficit

Playgroup finished the 2020/21 financial year with a net profit of £3,958.

## 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 (this is our principal source of funding).
- Charging for hours not covered by government funding.
- We ask a voluntary contribution of £1 per funded hour for non fee-paying children and about 80% of parents pay this.
- Fundraising/donations.

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 G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Louise Heading</i>	<i>L. Redfern</i>
Full name(s)	Louise Heading	Liz Redfern
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	18/05/2022	18/05/2022

# ***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 2021**

# ***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 2021 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 2021. These are not shown in the accounts due to the receipts and payments basis used -

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

1) No monies were owed to the Playgroup at 31st July 2021

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

- 1) Accountancy - £120.00
- 2) Tax and National Insurance for July 2021 - £140.95

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

The playgroup received a restricted use donation of £100.00 from Bathampton Parish Council. This was to be used for outdoor equipment, and a new climbing frame was purchased in April 2021

Grants received in the year, as shown in these accounts, are £1094.46 from the Coronavirus Job Retention Scheme and a £250.00 restricted use grant from BANES. This was to be used for Covid cleaning purposes

There are no other matters arising during the year.

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Date ..... 19/10/21 .....

Signed ..... *McDenning* .....

MICHAEL F DENNING

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

..... LOUISE HEADINGS .....

Signed ..... *Louise Headings* .....

Position (..... TREASURER .....

Date ..... 19/10/21 .....

**BATHAMPTON PLAYGROUP**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31st JULY 2021**

	<u>Notes</u>	<u>2021</u>	<u>2020</u>
		£	£
<b><u>INCOME</u></b>			
Fees		8046	2854
LEA funding		25846	29312
Voluntary contributions		4471	2635
Fundraising		2629	1822
Donations		5333	2995
Grants		1094	1686
Restricted use donation / grant		350	100
Bank interest		4	30
Milk costs reclaimed		0	141
		47773	41573
<b><u>LESS EXPENDITURE</u></b>			
Salaries and wages		34984	34495
Employer pension contributions		697	670
Rent		3333	2747
Milk costs		87	84
Consumables	1	700	847
Equipment	2	606	581
Fundraising costs		385	235
Gifts		354	61
Training		196	172
Insurance / Compliance / Ofsted	3	811	816
Advertising and website costs		506	240
Trips and educational visits	4	0	0
Accountancy and payroll costs	5	356	309
Sundry expenses	6	800	0
		43815	41256
<b>NET INCOME FOR THE YEAR</b>		<b>£ 3958</b>	<b>317</b>

**BATHAMPTON PLAYGROUP**

**BALANCE SHEET**

**AS AT 31st JULY 2021**

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	<u>Notes</u>	<u>2021</u>	<u>2020</u>
<b><u>CURRENT ASSETS</u></b>			
Barclays current account		22836	18886
Barclays premium account		18337	18328
Petty cash		126	126
<b>ACCUMULATED FUND</b>		<u>41299</u>	<u>37340</u>
<b><u>REPRESENTED BY</u></b>			
Accumulated funds brought forward		37340	37023
Net income for the year		3958	317
		<u>£ 41299</u>	<u>37340</u>

**BATHAMPTON PLAYGROUP**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31st JULY 2021**

	<u>2021</u>	<u>2020</u>
	£	£
<b><u>EXPENDITURE</u></b>		
<b>1 Consumables</b>	<b>319</b>	<b>409</b>
Resources - art and craft materials, food ingredients, planting/seeds etc	7	0
Postage	114	171
Printer ink and stationery	40	20
Telephone costs	149	179
Janitorial, PPE and first aid supplies	13	67
Snack costs	57	0
Staff welfare		
	<hr/>	<hr/>
	<b>£ 700</b>	<b>847</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>2 Equipment</b>	<b>67</b>	<b>0</b>
Bamboo chutes	11	0
Flash cards	10	0
Visual keyrings	65	0
Rainbow playcloths & pegs	453	0
Garden climbing frame	0	157
Welly boot rack	0	252
Chairs	0	39
Telephone	0	26
Pedal bins	0	31
Books	0	75
Toys		
	<hr/>	<hr/>
	<b>£ 606</b>	<b>581</b>
	<hr/> <hr/>	<hr/> <hr/>

**3 Insurance / Compliance / Ofsted**

Insurance	521	508
PLA membership	109	108
ICO data protection fee	35	0
Ofsted	50	100
DBS check	97	100

	<u>811</u>	<u>816</u>
£		

**4 Trips and educational visits**

None during the year

	0	0
£	<u>0</u>	<u>0</u>

**5 Accountancy and payroll costs**

Accountancy	120	100
Payroll costs	236	209

	<u>356</u>	<u>309</u>
£		

**6 Sundry expenses**

Gardening services	120	0
Occupational therapist	473	0
Play bark	207	0

	<u>800</u>	<u>0</u>
£		

# ***Mike Denning***

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Signed ..... *M Denning* .....

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..... *LOUISE HEADINGS* .....

Signed ..... *Louise Headings* .....

Position (..... *TREASURER* .....)

Date ..... 19/10/21 .....

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Toys		
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£		

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