



Trustees' Annual Report for the period

Period start date: 1 08 2021 To Period end date: 31 07 2022

From To

Section A Reference and administration details

Charity name: Bathampton Preschool Playgroup

Other names charity is known by:

Registered charity number (if any): 1018967

Charity's principal address: Bathampton Village Hall, Holcombe Lane,
Bathampton,
Bath
Postcode: BA2 6UL

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	Ruth Lees-Brown			
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17				
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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
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.

<p>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.</p>
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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.

At the end of the 2021/22 academic year we restarted our parental helper option which had been paused during the Covid 19 pandemic: parents volunteer for sessions to help with background activities, such as washing up and tidying away (as this is voluntary there is not always a parent present at each session).

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2021/22 was a successful year for Playgroup following the disruptions of the previous two years due to the Covid 19 pandemic. We offer 38 weeks of supervised Playgroup sessions and we started the year with 16 children on the register and finished with 24. We looked after children ranging from 2.5 to 4 years old. By the end of the year we were at full capacity (20 children) for our morning sessions on Mondays, Tuesdays and Wednesdays with 19 children attending on a Friday morning. Increased availability in the Village Hall also meant we were able to extend our Wednesday sessions and offer more hours of care to parents.

A parental survey at the end of the year showed that parents were very happy with the care received. The fact that our numbers were high resulted in a NET income of £6454.

The Chair and Treasurer reviewed the Reserves Policy for the playgroup and were able to put all of the reserve funds into the playgroup savings account (previously it was kept over the current and savings account) and this profit allowed us to do this. As the sector continues to face problems with recruitment and remains under funded, having the whole reserves amount separate gives playgroup more financial security. The profit made over the year allowed this as previously the savings account did not hold enough to cover the amount calculated should be held in reserve. This policy is reviewed annually and it was decided that going forward this review would take place at the AGM.

As we had made a net income of £3958 the previous financial year we were able to invest in new equipment for the children including items to improve our outside play area and some much needed new IT equipment for staff. We also had a successful year of fundraising making £1339 which we were able to put towards new equipment, make a donation to the Ukraine appeal and pay for some end of year trips. Our fundraising included a Christmas raffle, Bags2School collections and online shopping donation schemes.

Section D

Achievements and performance

We were able to support a child with SEND needs with the support of extra funding from BANES which paid for an extra member of staff to give support and some sessions with an occupational therapist.

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 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 £35,000.

Details of any funds materially in deficit

Playgroup finished the 2020/21 financial year with a net profit of £6,454.

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 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)		
Full name(s)	Louise Heading	Liz Redfern
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	26/05/23	26/05/23

Mike Denning

Accountancy and Bookkeeping Services

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

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

ACCOUNTS AND FINANCIAL STATEMENTS OF

BATHAMPTON PLAYGROUP

CHARITY NUMBER 1018967

FOR THE YEAR ENDED

31st JULY 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

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 2022 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 2022. These are not shown in the accounts due to the receipts and payments basis used -

Monies owed to the Playgroup

1) BANES fes for child HH - £1994.00 received 5th August 2022

Monies owed by the Playgroup

- 1) Accountancy - £120.00
- 2) Tax and National Insurance for July 2022 - £286.35
- 3) Pre School Learning Alliance membership / insurance - £632.67

Other matters that have arisen during the year

A grant of £100.00 was received from Bathampton Parish Council. It was a restricted use grant to be used for the purchase of balance bikes

There are no other matters arising during the year.

Date 13/10/22

Signed 

MICHAEL F DENNING

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

..... LOUISE HEADING

Signed 

Position (..... TREASURER)

Date 16/10/22

BATHAMPTON PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st JULY 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
		£	£
<u>INCOME</u>			
Fees		11622	8046
LEA funding		50120	25846
Voluntary contributions		6645	4471
Fundraising		1340	2629
Donations		11	5333
Grants		0	1094
Restricted use donation / grant		100	350
Bank interest		3	4
Milk costs reclaimed		171	0
		<hr/>	<hr/>
		70011	47773
 <u>LESS EXPENDITURE</u>			
Salaries and wages		48743	34984
Employer pension contributions		1012	697
Rent		4646	3333
Milk costs		251	87
Consumables	1	934	700
Equipment	2	4331	606
Fundraising costs		0	385
Gifts		442	354
Training		455	196
Insurance / Compliance / Ofsted	3	493	811
Advertising and website costs		40	506
Trips and educational visits	4	162	0
Accountancy and payroll costs	5	342	356
Sundry expenses	6	1706	800
		<hr/>	<hr/>
		63557	43815
 NET INCOME FOR THE YEAR			
		<hr/> <hr/>	<hr/> <hr/>
		£ 6454	3958

BATHAMPTON PLAYGROUP

BALANCE SHEET

AS AT 31st JULY 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>			
Barclays current account		12276	22836
Barclays premium account		35340	18337
Petty cash		137	126
ACCUMULATED FUNDS		<u>47753</u>	<u>41299</u>
<u>REPRESENTED BY</u>			
Accumulated funds brought forward		41299	37340
Net income for the year		6454	3958
		<u>£ 47753</u>	<u>41299</u>

BATHAMPTON PLAYGROUP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st JULY 2022

	<u>2022</u>	<u>2021</u>
	£	£
<u>EXPENDITURE</u>		
1 Consumables		
Resources - art and craft materials, food ingredients, planting/seeds etc	636	319
Postage	0	7
Printer ink and stationery	132	114
Telephone costs	40	40
Janitorial, PPE and first aid supplies	27	149
Snack costs	89	13
Staff welfare	10	57
	<hr/>	<hr/>
	£ 934	700
	<hr/> <hr/>	<hr/> <hr/>
2 Equipment		
Exercise ball	17	0
Apple peeler	14	0
Walking ropes	38	0
Outdoor equipment	306	0
Garden bench	130	0
Lock for shed	10	0
Numicon shapes	42	0
Cycle helmets	26	0
Balance bikes	60	0
Various equipment from Cosy	2002	0
Laptop and printer	838	0
Luchbox trolley	181	0
Craft trolley	667	0
Bamboo chutes	0	67
Flash cards	0	11
Visual keyrings	0	10
Rainbow playcloths & pegs	0	65
Garden climbing frame	0	453
	<hr/>	<hr/>
	£ 4331	606
	<hr/> <hr/>	<hr/> <hr/>

3 Insurance / Compliance / Ofsted

Insurance	0	521
PLA membership	0	109
ICO data protection fee	35	35
Ofsted	50	50
DBS check	283	97
SEND guidance	15	0
EYFS costs	90	0
Lottery licence	20	0

	<u>493</u>	<u>811</u>
£	<u><u>493</u></u>	<u><u>811</u></u>

4 Trips and educational visits

Forest school	54	0
Potticks Pigs	108	0

	<u>162</u>	<u>0</u>
£	<u><u>162</u></u>	<u><u>0</u></u>

5 Accountancy and payroll costs

Accountancy	120	120
Payroll costs	222	236

	<u>342</u>	<u>356</u>
£	<u><u>342</u></u>	<u><u>356</u></u>

6 Sundry expenses

Gardening services	604	120
Occupational therapist	580	473
Play bark	512	207
Mulled wine	10	0

	<u>1706</u>	<u>800</u>
£	<u><u>1706</u></u>	<u><u>800</u></u>

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