



Trustees' annual report (including Directors' report) for the period

From: Period start date 1/1/2021

To: Period end date 31/07/2021

Charity name: Holbrook & District Preschool Playgroup

Charity registration number: 1019944

Company number:

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our main objective is to provide all children with a safe, secure and happy environment so that they can grow using play and interaction and understand the world more. We have strong links with the Primary School especially with the Foundation Class. This helps with the transition for them when moving up to full time school. At the setting we provide early years education and out of school hour's care, within a community based environment. We have a good stable team of highly motivated, dedicated and skilled staff who work well as a team to support each other and to encourage the learning of all the children who attend. The team use a wide range of resources and activities to make the sessions varied and allow a child lead approach to elements of the play. We use Tapestry as our Learning Journey system which is based on the EYFS framework; this is then passed on to the primary school to aid the transition of the child and to help staff gain knowledge of what that child has achieved so far
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	During this short accounting period Jan to July 2021 we were still very limited as to what activities and events we could arrange and partake in. The committee are aware of the benefits our preschool must make to the public and community. Exceptional circumstances this year have not allowed things to happen.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We use a key person system which is effective, and we know our children very well. The children become emotionally secure and are settled and happy in their play. Staff are allocated a Key Child in line with what sessions they work, and we try our best to keep them together as much as possible. We are keen to promote positive behaviour and use strategies such as an egg timer to encourage waiting for a turn and learning to share. We continue to have a very low staff turnover and all of us share a passion for what we are doing and where we are headed. We have made close connections with other Pre-schools so that we can help to support each other and to get advice. We seek feedback continually from Parents and children to see how we can improve as we move forward. We are always reflecting on our practises and environment to offer the best care and experiences for the children. The Manager then identifies the needs of individual staff members to support them with training that will benefit them personally. We had no bad debts in 2021 and aged debt continues to be minimal amounts for short time periods as this is closely monitored by the Administrator and the
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		<p>Committee. This short accounting year shows a small profit which will most certainly help from last years loss. Our grant funding increased again this year due to more uptake in 30 hours and the fact we were still able to claim our full amount even during COVID. We were open for most of the time due to having quite a few children of keyworkers. The funding hourly rate also increased slightly in Summer term of 2021. The National Living Wage increased in 2021. Our wage bill continues to be our biggest outlay. We continue to offer the Workplace Pension to all staff and adhere to our legal duties with the Pensions Regulator. Our employers pension contributions doubled again as a result of the percentage increase that we are expected to put in. We currently have 6 members of staff that are members of the workplace pension that we offer. The accounts for Jan to July 2021 show a profit for the year of £4780.15. This will help cover losses from previous years. We continue to look at as many ways in increase income and tap into as many funding sources as possible. We are putting budgets in place for the new financial years to help control outgoings.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has a deposit account in which we keep our reserves. Sometimes we use money from the deposit account to assist with cash flow and when money in the current account increases, the money is put back into the deposit, although during this period we have not had to do this. This amount we have is enough to cover three months of staff wages and outgoings.
Amount of reserves held	Para 1.22	Approx £20000 held in reserves for emergencies and redundancies if needed
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of income is council grant funding along with fee's from paying parents
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed ,	Para 1.25	Constitution

memorandum and articles of association etc		
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	We are members of the Pre-School Learning alliance and therefore we use The Pre-School Learning Alliance Model Pre-School Constitution 2011
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by current committee members and are voted in at the AGM or at a meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Holbrook & District Preschool Playgroup
Other name the charity uses	
Registered charity number	1019944
Charity's principal address	R/O Holbrook Primary School, The Street. Holbrook IP9 2PZ

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	Peter Rogers	Chair	March 2021 onwards	
2	Rebecca Bawley	Treasurer	Nov 2018 onwards	
3	Ettie Welham	Trustee	March 2021 onwards	
4	Rebecca Coffey-Thompson	Trustee	March 2021 onwards	
5	Sophie Raybould	Trustee	October 2019 onwards	
6	Catherine Brown	Trustee	March 2021 onwards	
7	Angela Counsell	Trustee	March 2021 onwards	
8	Louise Bendell	Trustee	March 2021 onwards	
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Corporate trustees – names of the directors at the date the report was approved

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (optional information)

Georgina Carter- Setting Manager Danielle Rogers- Setting Deputy Manager Holly Nelli- Administrator

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)	H Nelli	P Rogers
Full name(s)	Holly Nelli	Peter Rogers
Position (for example Secretary, Chair, etc)	Administrator	Chairperson
Date	30/3/22	

Holbrook & District Pre-School Playgroup
Income and Expenditure Summary 01.01.2021 - 31.07.2021

INCOME

OPENING BALANCES

Cash	£	53.27	
Current account	£	10,887.31	
Deposit account	£	8,530.56	
Paypal Account	£	19.52	
			<u>£ 19,490.66</u>

Parent Fees - BC - Cabin	£1,936.30	
Parent Fees - ASC - Cabin	£1,785.90	
Parent Fees - ASC - Hot Meal	£1,229.50	
Parent Fees - HC - Cabin	£4,951.70	
Parent Fees PG - AM Sessions	£5,740.50	
Parent Fees PG - PM Sessions	£4,883.00	
Parent Fees PG - LC Sessions	£2,477.60	
Hot Lunch	£1,256.60	
Parent Help Rota Charge	£0.00	
Parent Late Collection Charge	£9.00	
Fundraising	£147.00	
Early Years Grant funding	£37,330.25	
SCC additional funding	£1,669.75	
SCC SEN funding	£135.00	
Bank Interest received	£0.37	
Misc Income	£57.49	
Egg Sales	£0.00	
Training Transition Grant	£0.00	
Grants	£7,557.28	
Coronavirus Job Retention Schen	£6,573.11	
		<u>£ 77,740.35</u>

EXPENDITURE

Website & Email Hosting	£163.80
Wages	£55,423.50
Wages - Admin	£3,141.81
Wages - Cleaning	£0.00
White Goods Purchased	£663.00
Advertising	£0.00
Employers Pension Contributions	£2,456.97
Employers NIC Costs	£0.00
Fundraising & Events*	£0.00
Insurance	£1,786.85
Consultancy Fees	£0.00
Cabin Club Consumables	£0.00
Playgroup Consumables	£592.01
Canteen	£26.59
Cleaning Consumables	£637.95
Cleaning Contractors	£0.00
Office & Computer Consumables	£595.25
Subscriptions	£977.20
Waste Collection costs	£56.59
Office & Play Equipment	£189.04
Gifts / Donations Given	£80.19
Licences	£138.80
Paypal Charges	£59.36
Rates	£0.00
Electricity	£1,056.34
Property Repairs & Maintenance	£89.99
Property Improvements	£0.00
Water	£216.00
Rent	£0.00
Staff Training	£833.11
Staff Uniforms	£0.00
Telephone & Broadband	£276.90
Payroll Software	£88.80
Bad debt written off	£0.00
Parent Text Service	£509.76
Ingredients for Hot Meals	£1,617.33
Fresh Meat Butchers	£490.61
Postage	£12.45
Software	£780.00
	<u>£72,960.20</u>

B/fwd

Accounts receivable	-£	1,344.35
Accounts payable		
Deferred income b/fwd	-£	7,619.44
PAYE liability		

C/fwd

Accounts Receivable	£	205.80
Accounts payable	-£	1,449.40
PAYE liability		
Accruals and deferred income		

CLOSING BALANCES

Cash	£	53.27
Current Account	£	14,461.39
Deposit Account	£	22,710.50
Paypal Account	£	82.43
	£	<u>37,307.59</u>

£88,267.22

£ 146,331.78

Reserves brought forward	£11,871.22
Profit for the year	£4,780.15
Reserves carried forward	<u><u>£16,651.37</u></u>

£ 4,780.15

Signed

Holly Nelli

Holly Nelli - Administrator

Nigel Budinger

- Independent
Examiner Nigel
Budinger

Peter Rogers

Peter Rogers - Chairperson

Holbrook & District Pre-School Playgroup

Statement of Assets and Liabilities as at year end 31st July 2021

Assets

Cash Unrestricted Funds

Cash In Hand	£ 53.27
Current Bank Account	£ 14,461.39
Deposit Bank Account	£ 22,710.50
Total Cash Funds	£ 37,225.16

Other Assets

The Playgroup owns toys and equipment for the use of the children who attend the setting. These have been insured with the Pre-School Learning Alliance for a total sum of £ 25,000.00

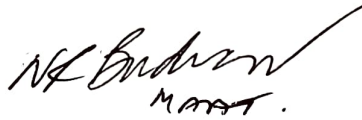
Liabilities

The playgroup has current liabilities of £-205.80 as at end of 31st July 2021.

Signed



Holly Nelli - Administrator



- Independent Examiner Nigel
Budinger



Peter Rogers - Chairperson



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Holbrook & District Preschool

On accounts for the year
ended

31st July 2021

Charity no
(if any)

1019944

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2021.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 11/03/2022

Name: NIGEL BUDINGER.

Relevant professional
qualification(s) or body
(if any):

MAAT

Address: 39 WATERLOO ROAD

IPSWICH
IP) HEA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.