



Trustees' Annual Report for the period

From 1 Aug 2019 Period start date To 31 July 2020 Period end date

Charity name: Hanwell Bunnies Preschool Playgroup

Charity registration number: 1020315

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>“To enhance the development and education of children between two and five years of age by encouraging parents to understand and provide for the needs of their children through community groups such as preschools, and by delivering a pre-school educational curriculum, working with parents and encouraging their involvement in the preschool activities, working within the local community and with the Pre School Learning Alliance.”</p>
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	<p>We have a committee comprised of parents with children at the pre-school who take responsibility for strategic management of the group. The Committee employs suitably qualified professionals to take day to day responsibility for the education, care and welfare of the children attending the pre-school. We work with the London Borough of Ealing to ensure that we deliver the EYFS curriculum to the standards set by Ofsted. We also work with local schools and other agencies to ensure that the needs of all children and their families are identified and relevant information is passed along so as to ensure continuity of care and education for the children as they continue in education.</p> <p>We are a registered provider for free places for two, three and four year olds funded by the Nursery Education Grant. We take children under the Two Year Old funding scheme, which covers families on lower incomes or children with additional needs.</p>

		When possible we also provide subsidised places to children who are not eligible for two year old funding but who meet our own criteria and who would otherwise not have been able to access pre-school education and the benefits this provides to the wider family group.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees actions and activities have been in accordance with the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We are a registered provider for free places for two, three and four year olds funded by the Nursery Education Grant. Also this year was unique in that we made use of the Coronavirus Job Retention Scheme Grant.
Policy on social investment including program related investment	Para 1.38	Hanwell Bunnies would welcome such investment but none exist at the moment.
Contribution made by volunteers	Para 1.38	We have a volunteer committee comprised of parents with children at the pre-school who take responsibility for strategic management of the group. The volunteers also managed to raise an impressive £1873.42 during a school year when we were unable to fundraise in person due to the pandemic.
Other		

Achievements and Performance

	SORP reference	

<p>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.</p>	<p>Para 1.20</p>	<p>The coronavirus pandemic temporarily disrupted the service provision of Hanwell Bunnies and we were closed for a short period during the Spring term. When open, Hanwell Bunnies continued to provide excellent services to the community by delivering a pre-school educational curriculum and working with parents to help them understand the developmental, educational and social needs of their children. Hanwell Bunnies provided an anchor of normalcy and education during a time of great upheaval for families and children. This was especially important for children who started Reception or school Nursery in September 2020.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>The only areas in which the charity failed to meet its objectives is when Hanwell Bunnies was forced to close temporarily due to coronavirus. Overall, the charity performed exceptionally well under the circumstances.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>The committee had hoped to raise much more money than was raised this year and had plans for a series of fundraising activities that would have provided a social benefit for the parents and children as well as financial benefit to Hanwell Bunnies. However, because of the coronavirus pandemic these were either moved online or altered so that they could be done with social distancing. So compared with our fundraising of the previous reporting year of £8,379.93, this year was quite a lot lower at £1873.42.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable.</p>

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite being temporarily closed due to the coronavirus pandemic in the spring of 2020, Hanwell Bunnies is in a healthy position financially. This is due to the generosity of our landlord (Hanwell Methodist Church) generously not charging us rent whilst closed due to coronavirus. Also, the Coronavirus Job Retention Scheme Grants meant that we were able to pay our staff when we had no income from fee whilst temporarily closed.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to provide for our legal obligations for redundancy payments.
Amount of reserves held	Para 1.22	£20146.16
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 principal sources of funds are the following: fees from parents, government grants and fundraising.
Investment policy and objectives including any social investment policy adopted	Para 1.46	None present, however this is an area of potential growth.
A description of the principal risks facing the charity	Para 1.46	The principal risks facing the charity during the reporting year were the effects of the coronavirus pandemic in temporarily closing Hanwell Bunnies. Staff availability related to the pandemic was also a challenge. Thankfully, the interest of families to send their children to Hanwell Bunnies remained a constant.
Other		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CONSTITUTION ADOPTED 22/03/1993 AS AMENDED ON 15/11/2011
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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	<p>5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:</p> <p>(a) a Chair, a Treasurer and a Secretary (“the Officers”); and</p> <p>(b) not less than 2 nor more than 9 other elected Members; and</p> <p>(c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.</p> <p>5.5 (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.</p> <p>(b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.</p> <p>(c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.</p>

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	All new trustees are given the Trustee Guide which includes guidance on the following: Charity Commission registration, Managing the finances, Managing employees, Ofsted and the Early Years Foundation Stage, Safeguarding children, Confidentiality and data protection, Expenses, and Liability.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is an unincorporated association and is registered as a charity with the Charity Commission. We are also registered with Ofsted and are part of the Early Years Alliance.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hanwell Bunnies Preschool Playgroup
Other name the charity uses	
Registered charity number	1020315
Charity's principal address	Hanwell Methodist Church 16 Church Road Hanwell W7 1DJ

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	Marta Willcox	Chair	20-11-19-present	
2	Emma Roberts	Chair	1-8-19 to 19-11-19	
3	Faye Hong	Committee member	1-8-19 to 19-11-19	
4	Beisan Elias	Vice Chair	1-8-19 to present	
5	Caitlin Mace	Secretary	20-11-19 to present	
6	Cristina Atkinson	Committee Member	1-8-19 to present	
7	Sarah Roskill	Committee Member	1-8-19 to 19-11-19	
8				
9				
10				
11				
12				
13				
14				
15				
16				

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

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s) <i>Marta Willcox</i>	
Full name(s) Marta Willcox	
Position (eg Secretary, Chair, etc) Chair	
Date 31/3/21	

Hanwell Bunnies' Pre-School Playgroup

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HANWELL BUNNIES' PRE-SCHOOL PLAYGROUP

The report to the Trustees of the Hanwell Bunnies' Pre-School Playgroup on the accounts for the year ended 31st July 2020 as set out on pages 1 and 2.

Respective responsibilities of the Trustees and the Examiner

The Hanwell Bunnies' Pre-School Playgroup Trustees are responsible for the preparation of the accounts. The Hanwell Bunnies' Pre-School Playgroup trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Hanwell Bunnies' Pre-School Playgroup and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you, as trustees, concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no audit opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Jay Patel & Co Ltd
Chartered Accountants
278 Northfield Avenue
Ealing
London
W5 4UB

**HANWELL BUNNIES PRE-SCHOOL PLAYGROU
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020**

HANWELL BUNNIES PRE-SCHOOL PLAYGROU
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

Receipts and Payments

	y.e.31.07.2020	y.e.31.08.2019
	£	£
Receipts		
Operating Activities to further charity's objects		
Fees	18459	22898
O3/O4 Funding (NEG)	28518	20091
LBE Over 2 funding	8035	18541
JRS Grant	6744	0
Fundraising initiatives, donations and commission	2973	8380
Registration, Starter Fees, arts & Crafts	1258	1230
Total Receipts	65987	71140
Payments		
Staff Costs & Pension	47310	45832
Agency/Cover Staff	185	760
Consumables/storysack costs	743	1339
Rent	10973	16185
Insurance	420	416
General administration and IT costs	797	1035
IT Costs	330	176
Independent examiner's fee	600	50
Total Payments	61358	65793
Surplus/(Deficit)	4629	5347

These accounts were approved by Management Committee on date and signed on their behalf.

Date of approval

Maria Wilcox

1. BASIC OF ACCOUNTING

A receipt and payments account and a statement of assets and liabilities has been produced as detailed under section 42(3) of the Charities Act 1993.

2. STAFF COSTS

Total payroll costs including social security costs
Other costs

47310	45832
185	760
743	1339
10973	16185
420	416
797	1035
330	176
600	50
<u>61358</u>	<u>65793</u>

**HANWELL BUNNIES PRE-SCHOOL PLAYGROU
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020**

HANWELL BUNNIES PRE-SCHOOL PLAYGROU
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

Statement of Assets and Liabilities as at 31 July 2020

Assets			
Cash at Bank		20165	17121
Petty cash		256	260
Go Fund Me Account		395	-
Unpaid funding at year end		6260	5445
Perpayment		300	0
Total assets		27376	22826
Liabilities and accruals			
Funding paid in advance		3381	3749
Pension Control Account		79	83
PAYE Control Account		102	225
Sundry Creditors		638	222
Total Liabilities		4200	4279
Total Assets less Liabilities		23176	18547
Represented by Acculated Fund			
Balance b/f		18547	13200
Surplus/Deficit for the year		4629	5347
		23176	18547

These accounts were approved by Management Committee on date and signed on their behalf.

Marta Willcox

27/05/21

Marta Willcox

Date of approval

1. BASIC OF ACCOUNTING

A receipt and payments account and a statment of assets and liablities has been produced as detailed under section 42(3)of the Charities Act 1993.

2. STAFF COSTS

	2020	2019
Total payroll costs including social security costs	47310	45832
Other costs	185	760
	47495	46592



Charity Name		No (if any)	
Hanwell Bunnies Pre-School Playgroup		1020315	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	1st August 2019		31st July 2020

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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 from parents/carers	£18,459	-	-	£18,459	£22,898
3/4 yr old funding Nursery Education Grant	£28,518	-	-	£28,518	£20,091
2yr old Early Education & Childcare Grant	£8,035	-	-	£8,035	£18,541
Coronavirus Job Retention Scheme Grant	£6,744	-	-	£6,744	-
Material fees from parents/carers	£453	-	-	£453	£525
New starter fees from parents/carers	£555	-	-	£555	£475
Registration fees from parents/carers	£250	-	-	£250	£230
Fundraising & Commission	£1,084	-	-	£1,084	£4,261
Easy Fundraising	£27	-	-	£27	£30
Paypal donations	£472	-	-	£472	£239
Other grants/donations	-	£1,100	-	£1,100	£368
Parent donations	£290	-	-	£290	£3,482
Sub total(Gross income for AR)	£64,887	£1,100	£0	£65,987	£71,140
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total					
Total receipts	£64,887	£1,100	£0	£65,987	£71,140
A3 Payments					
Hire of Premises	£10,973	-	-	£10,973	£16,185
Staff Gross Salaries	£46,905	-	-	£46,905	£45,540
Employer Pension Contributions	£405	-	-	£405	£292
Agency/cover staff	£185	-	-	£185	£760
Insurance	£420	-	-	£420	£416
Resources & Equipment	£664	-	-	£664	£1,228
Consumables	£79	-	-	£79	£111
Admin & Stationary	£797	-	-	£797	£1,035
IT Costs	£80	-	-	£80	£176
Training	-	-	-	£0	-
Account Inspection	£600	-	-	£600	£50
Sub total	£61,108	£0	£0	£61,108	£65,793
A4 Asset and investment purchases, (see table)					
Laptop	£250	-	-	-	

	-		-		-		
Sub total	£250						
Total payments	£61,358	£0	£0	£61,108	£65,793		
Net of receipts/(payments)	£65,987	-	-	-	-		
A5 Transfers between funds	-	-	-	-	-		
A6 Cash funds last year end	£17,121	-	-	-	-		
Cash funds this year end	£20,146	-	-	-	£17,121		

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	Cash in Bank Account	£20,146	-	-
	Petty Cash Tin	£256	-	-
	Go Fund Me Account	£395		
	Unpaid funding at year end	£6,260		
	Perpayment	£300	-	-
	Total cash funds	£27,357	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)

B5 Liabilities	Funding paid in advance			£3,381	
	July Pension contributions			£79	£44,053
	July Tax/NI contributions			£102	£44,049
	Sundry creditors			£638	
	Total liabilities			£4,200	
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
	<i>Marta Willcox</i>		Marta Willcox		