

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

Section A Reference and administration details

Charity name Matlock Bath Pre-School Playgroup

Other names charity is known by

Registered charity number (if any) 1020943

Charity's principal address

The Community Room, Grand Pavilion,	
South Parade, Matlock Bath	
Derbyshire	
Postcode	DE4 3NR

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	Sarah Stephenson	Manager	01.09.13 to present	
2	Tanya Taylor	Finance Manager	01.09.13 to present	
3	Sally Astles	Chair	20.03.19 to present	
4	Claire Mosely	Trustee	04.09.21 to present	
5	Kelly Gill	Trustee	14.09.21 to present	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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

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

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)

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

Election basis at each Annual AGM.

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.

All Trustee's, members of staff and committee volunteers are voluntarily DBS checked to 'Enhanced' level as required by Ofsted.

Section C Objectives and activities

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

Our Pre-School Playgroup aims are to offer a service to the local community, by offering places to pre-school children whose parents support the Early Years foundation stage curriculum... by:

- a) Enhancing the development and education of children under statutory school age through appropriate play, education and care facilities.
- b) Encouraging the study and needs of such children and their families, promoting public interest in, and recognition of such needs in the local area.

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)

In relation to our aims, the charity have undertaken the following for public benefit:

- a) Provided premises and equipment suitable for the children's needs and education.
- b) Employed skilled paid and volunteer staff and advisors as required by the Pre-School.
- c) Overseen the admission of children to sessions run by the group and regularly liaised with their parents on each child's individual needs.
- d) Provided affordable childcare, and at the lowest rate locally, to support families until such time as their children are entitled to childcare vouchers.
- e) Fixed, invoiced and collected any fees/funds payable by families of children attending the Pre-School.
- f) Raised funds and invited contributions, without permanent trading activities, while conforming to the relevant requirements of the law.
- g) Kept accurate accounting records and made all payments necessary, and on time.
- h) Set aside sufficient funds for special purposes and as a reserve against future expenditure.
- i) Produced sustainability reports and prediction reports with regards to attendance, incomings verses outgoings and wages in order to successfully plan the Pre-Schools development.
- j) Sent staff on regular training courses to keep their skills relevant to the current authority's requirements, and up-to-date.
- k) Forged strong links with the local school with a view to the mutual benefit of future development within their grounds.
- l) Maintained and paid for Pre-School Learning Alliance membership.
- m) Provided indemnity insurance to cover the liability of the committee members.

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.

Summary of the main achievements of the charity during the year

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Section E

Financial review

Brief statement of the charity's policy on reserves

We aim to keep at least £6,000 minimum as reserve funds to cover future expenditure, any possible drop in attendance during the Autumn term, and to cover the committee for such things as redundancy payments etc.

Details of any funds materially in deficit

None.

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.

Being a non-profit charity our annual income through fees and funding usually completely covers our wages and bills (standard outgoings), while providing a small amount for equipment/supplies. We rely on fundraising and grants to provide additional incomings to cover equipment and supply needs.

We may also reserve funds during the current year in order to provide stability and the means to pay staff/bills during the following school year when incoming funds may be lower than our outgoings due to loss of children going to school and a lower intake.

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)	<i>Sally Astles</i>	<i>Tanya Taylor</i>
Full name(s)	Sally Astles	Tanya Taylor
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	23.07.2023	23.07.2023



Charity Name Matlock Bath Pre-School Playgroup	No (if any) 1020943
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Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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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					
Nursery Fees - local authority	36,456	-	-	36,456	38,148
Nursery Fees - private	17,728	-	-	17,728	7,665
Other income	6,202	-	-	6,202	1,921
Fundraising	2,250	-	-	2,250	348
Bank interest	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	62,636	-	-	62,636	48,082
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	62,636	-	-	62,636	48,082
A3 Payments					
Wages	61,102	-	-	61,102	43,957
Rent	655	-	-	655	2,618
Equipment	1,156	-	-	1,156	3,036
Marketing	-	-	-	-	66
Miscellaneous/Sundry	1,136	-	-	1,136	928
Petty Cash	1,247	-	-	1,247	245
	-	-	-	-	-
	-	-	-	-	-
Sub total	65,296	-	-	65,296	50,850
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	65,296	-	-	65,296	50,850
Net of receipts/(payments)	- 2,660	-	-	- 2,660	- 2,768
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,360	-	-	5,360	8,128
Cash funds this year end	2,700	-	-	2,700	5,360

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	Current Account	2,700	-	-

Reserve Account	10,000	-	-
	-	-	-
Total cash funds	12,700	-	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sally Astles	23.07.2023
	Tanya Taylor	23.07.2023

Matlock Bath Pre-School Accounts - 01.09.20 to 31.08.21
 Treasurer's Report/Summary

Balance as @ 01.09.20 **5,359.73**
 Current Account **16,020.46**
 Savings Account
 Petty Cash Variable, Max: 120.00pcm

	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Acc Totals:
Outgoings:													
Wages Incl HMRC	4,748.43	5,506.31	5572.85	5,320.88	4,914.62	4,735.42	5,170.10	4,861.78	5,441.00	4,993.06	5,404.85	4,432.32	61,101.62
Rent + Nappy Coll.								654.60					654.60
Equipment	286.98	295.03	178.23	18.50	31.77	39.56		14.00		89.99	46.00	156.49	1,156.55
Advertising													0.00
Insurance													0.00
Misc.	23.99	208.06	110.00	72.49	189.90	55.66	56.49	460.84	14.65				1,135.59
Petty Cash**	143.59	79.65	92.45	128.50	137.03	65.61	56.49	87.30	130.42	130.56	195.97		1,247.57
Total:	5,202.99	6,089.05	5,953.53	5,540.37	5,273.32	4,896.25	5,226.59	6,078.52	5,586.07	5,213.61	5,646.82	4,588.81	65,295.93
Incomings:													
Fees	2,974.00	1,056.00	3,671.00	1,895.00	1,116.81	833.50	2,610.00		2,387.86	527.96	248.98	406.89	17,728.00
Fundraising	2,250.83												2,250.83
Funding	3,403.08	4,163.40	3,649.68	2,761.92	3,711.33	1,758.54	3,043.44	537.60	6,749.76			6,676.80	36,455.55
Other Grants													0.00
Cash Payments**													0.00
Misc.					180.16					1,000.00	5,021.79		6,201.95
Total:	8,627.91	5,219.40	7,320.68	4,656.92	5,008.30	2,592.04	5,653.44	537.60	9,137.62	1,527.96	5,270.77	7,083.69	62,636.33
EYPP allowance													
Income Less Expenditure:	3,424.92	(869.65)	1,367.15	(883.45)	(265.02)	(2,304.21)	426.85	(5,540.92)	3,551.55	(3,685.65)	(376.05)	2,494.88	(2,659.60)
Account Balance: Month End	8,784.65	7,915.00	9,282.15	8,398.70	8,133.68	5,829.47	6,256.32	715.40	4,266.95	581.30	205.25	2,700.13	2,700.13

Transferred from savings
 **Not including cash fee payments received as shown above. These have been used as petty cash with corresponding receipts in records.
 Checked and Balanced against Bank Accounts

Note:
 The final balance includes the 'buffer' amount of £6,000 which is a requirement of our constitution to safeguard against closure and redundancies and any associated costs.

interest: 1.54
 debit: 6,021.79
 credit: 10000.21
 Savings: 10000.21
 Main Acc: 2,700.13
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