



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st August 2022 to 31st July 2023

Charity name: Harrietsham Playgroup Association

Charity registration number: 1021287

Objectives and Activities

<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <ul style="list-style-type: none">(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) instigating and adhering to and furthering the aims and objects of 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.</p>	<p>Harrietsham Preschool provides funded and self-funded childcare for families in the area for ages 2-4, preparing children for entry into primary school. It also undertakes fundraising activities in order to help facilitate this provision and improve the learning experience of the children in attendance.</p>

Achievements and Performance

<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>During the financial year 2022-23, Harrietsham Preschool provided high quality care to 39 local families.</p> <p>The staff worked incredibly hard to secure a 'good' Ofsted rating in November 2022.</p> <p>Parents have welcomed and praised a new curriculum introduced at the end of the academic year. As a result of our new curriculum have seen the children in our care grow in confidence and develop key skills.</p> <p>2023 school leavers have experienced a smooth and effective transition into Reception.</p>
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>This financial year Harrietsham Preschool has met our budget targets, ending the year with a small profit of £2029.40.</p> <p>This profit will be invested back into the charitable purposes of the Preschool including resources for the children, and will help the Preschool to meet increases in running and staffing costs forecast for 2023-24</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>We hold reserves to ensure that the Preschool can operate within our charitable purposes, and to ensure in worst case scenarios such as redundancy we can provide the required packages for our colleagues.</p>
<p>Amount of reserves held</p>	<p>£11,559.08</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Coming into the new financial year, our key concern is the increase for staffing costs due to the minimum wage increase in April 2024, as well as changes to government funding due around this which remain unclarified at the time of writing.</p> <p>We are ensuring that we are looking at ways to reduce other overheads to mitigate any negative impact to our financial position.</p>

Additional information (optional)

A description of the principal risks facing the charity	The principal risk facing the Preschool is financial, as described above.
Other	In November 2022 the longstanding Preschool Manager Susan Snoad moved on from Harrietsham Preschool to a new role elsewhere, and our new Preschool Manager Charlee Birkby, a Qualified Teacher, joined to lead the Preschool from January 2023.

Structure, Governance and Management

Type of governing document (trust deed , royal charter)	Pre-school Learning Alliance Model Pre-school Constitution 2011
How is the charity constituted? (e.g unincorporated association , CIO)	Unincorporated Charity
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	Election by Harrietsham Preschool Committee

Reference and Administrative details

Charity name	Harrietsham Playgroup Association
Other name the charity uses	"Harrietsham Preschool"
Registered charity number	1021287
Charity's principal address	St John the Baptist Church, Marley Rd, Harrietsham, Maidstone ME17 1AX

List of Trustees

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Michael Johnson	Chair	
2	Sophie Arthurs	Treasurer	Appointed 13 July 2023
3	Richard Cast	(Former treasurer)	Resigned March 2023
4	Suzanna Gamwell	Secretary	
5	Willow Burford		
6	Charlee Birkby		Appointed 31 October 2022
7	Jo Humphries		Resigned October 2022
8	Rebecca Moran		Resigned October 2022
9	Jo Bradley		Resigned October 2022

Other optional information

The committee is taking steps to move from an Unincorporated Charity to an CIO model and anticipates that this transition will be completed in 2023-24.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Suzanna Gamwell</i>	
Full name(s)	Suzanna Gamwell	
Position (eg Secretary, Chair, etc)	Secretary	
Date	24 January 2024	

APPENDIX A: ANNUAL ACCOUNTS

**Charity Number
1021287**

**Harrietsham Playgroup Association
Accounts at Yearend 31st July 2023**

INCOME	Autumn Term	Spring Term	Summer Term	YTD
FF2	905.52	0.00	0.00	905.52
EYE	31,032.00	12,586.24	36,799.57	80,417.81
SENIF	100.00	0.00	0.00	100.00
Parent Fees	10,544.47	8,159.85	7,960.70	26,665.02
Fundraising	367.00	0.00	200.55	567.55
Other / Admin	245.00	70.00	175.00	490.00
Interest on Deposit	0.00	0.00	50.32	50.32
	<u>43,193.99</u>	<u>20,816.09</u>	<u>45,186.14</u>	<u>109,196.22</u>

EXPENDITURE	August	September	October	YTD
Staff Costs	31,372.61	22,501.99	31,594.40	85,469.00
Subscriptions	41.95	39.97	35.96	117.88
Stationery	101.35	65.29	97.74	264.38
Computer Expenses	310.37	234.05	767.13	1,311.55
Premises Expenses	41.45	154.82	23.99	220.26
Cleaning	328.00	235.23	428.89	992.12
Food & Drink	18.13	50.21	75.66	144.00
Toys / Books	42.99	130.47	179.35	352.81
Bank Charges	38.40	25.17	28.00	91.57
Rent	3,314.32	4,146.31	3,656.03	11,116.66
Phone	228.00	76.00	125.00	429.00
Advertising / Recruitment	143.09	276.00	0.00	419.09
Training	959.40	539.80	105.00	1,604.20
DBS	303.60	13.00	73.20	389.80
Clothing / Uniform	48.90	0.00	248.56	297.46
Accountant	450.00	54.00	432.00	936.00
Insurance	826.39	0.00	0.00	826.39
Waste	74.00	56.00	99.20	229.20
Equipment	336.22	361.88	21.95	720.05
Miscellaneous	558.38	236.91	440.11	1,235.40
	<u>39,537.55</u>	<u>29,197.10</u>	<u>38,432.17</u>	<u>107,166.82</u>

Total Trading

3,656.44

(8,381.01)

6,753.97

2,029.40	Profit on trading
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72,427.58

11,466.10

83,893.68

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(2,029.40)

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APPENDIX B: COPY OF INDEPENDENT EXAMINER'S REPORT



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name HARRIETSHAM PLAYGROUP ASSOCIATION		
On accounts for the year ended	31 JULY 2023	Charity no (if any)	1021287
Set out on pages	4		

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.

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

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:**

Name:

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

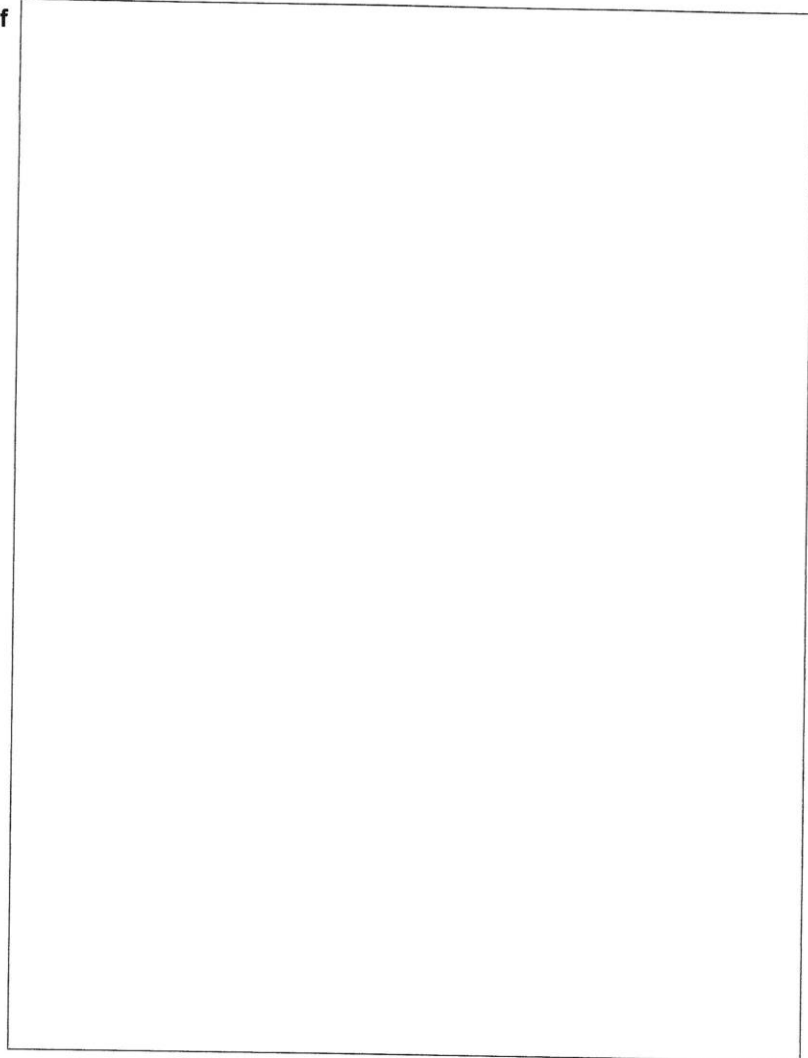
Address:

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.



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