



Trustees' Annual Report for the period

From 1st August 2023 to 31st July 2024

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 2023-24, Harrietsham Preschool provided high quality care to 37 local families.</p> <p>The children are educated using the Early Years Foundation Stage statutory framework which supports their development in seven different areas: communication and language; personal, social and emotional development; physical development; literacy; mathematics; expressive arts and design; understanding the world. Through these areas, the children are being prepared for school life as well and forming new friendships with children that they will continue their educational journey with throughout their childhood.</p> <p>We have a very good working relationship with Harrietsham Primary School and therefore the transition of the preschool leavers into Reception has been smooth and greatly beneficial to the children.</p> <p>The children have been involved in several community events across the year including Harvest, the Christmas fayre and Easter.</p> <p>We have supported numerous children with additional needs and now have a qualified SENCO to signpost parents to local support centres and ensure the children are receiving the best possible care and start in education.</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 £3,435.</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 forecasted for 2024-25</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. We also hold enough reserves to keep the preschool running for three months without income.</p>
<p>Amount of reserves held</p>	<p>£40,253</p>
<p>Explanation of any uncertainties about the</p>	<p>Coming into the new financial year, our key concern is the additional increase for staffing costs due to national minimum wage changes, as well as changes to</p>

charity continuing as a going concern	<p>government funding which currently remains unclarified at time of writing.</p> <p>We are reviewing whether we require to move premises during this financial year. We currently do not know how this will affect the Preschool financially.</p> <p>We will however continue to ensure that we are looking at ways to reduce other overheads to mitigate any negative impact to our financial position.</p>
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Additional information (optional)

A description of the principal risks facing the charity	The principal risk facing the Preschool is financial, as described above.
Contribution made by volunteers	We have been lucky enough to have a member of the church community come and complete a music lesson for the children each week. Furthermore, we regularly have visitors from different professions come and talk to the children about their roles in society. At Easter we welcome a local farmer with chicks for the children to hold.
Other	The preschool is currently looking for new accommodation because our current set up at St John the Baptist Parish Church is no longer operationally tenable for the operations of the church and poses a number of limitations to the operation of the preschool. We are in early discussions with Harrietsham Primary School about the possibility of moving onto their school site and conversations continue with the Head Teacher and Board of Governors.

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	
3	Suzanna Gamwell	Secretary	
4	Willow Burford		
5	Charlee Birkby		
6	Chloe Hannon		1 st May 2024

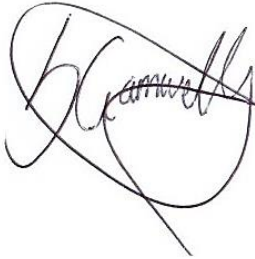
Other optional information

The committee has been taking steps to move from an Unincorporated Charity to a CIO model and is disappointed that this transition did not complete within the financial year due to delays in re-inspection by Ofsted. We anticipate that this transition will be completed in early 2024-5.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Suzanna Gamwell	
Position (eg Secretary, Chair, etc)	Secretary	
Date	31 May 2025	

APPENDIX A: ANNUAL ACCOUNTS

Charity Number 1021287

Harrietsham Playgroup Association
Accounts at Yearend 31st July 2024

INCOME	Autumn Term	Spring Term	Summer Term	YTD	
FF2	2,509.92	2,958.12	5,300.10	10,768.14	
EYE	34,381.24	12,770.35	35,876.26	83,027.85	
SENIF	0.00	0.00	0.00	0.00	
Parent Fees	10,729.15	5,978.45	3,601.41	20,309.01	
Fundraising	180.72	566.20	0.00	746.92	
Other / Admin	105.00	0.00	35.00	140.00	
Interest on Deposit	55.83	37.54	122.54	215.91	
	<u>47,961.86</u>	<u>22,310.66</u>	<u>45,306.59</u>	<u>115,579.11</u>	
EXPENDITURE	August	September	October	YTD	
Staff Costs	37,092.73	22,788.22	29,497.99	89,378.94	
Subscriptions	171.92	128.94	128.94	429.80	
Stationery	468.89	201.70	166.83	837.42	
Computer Expenses	0.00	155.28	655.47	810.75	
Premises Expenses	48.38	277.34	40.00	365.72	
Cleaning	33.47	187.13	101.83	322.43	
Food & Drink	36.37	8.89	48.07	93.33	
Toys / Books	165.30	321.17	51.85	538.32	
Bank Charges	35.00	29.21	28.00	92.21	
Rent	4,130.28	4,315.49	4,064.01	12,509.78	
Phone	55.00	108.24	127.20	290.44	
Advertising / Recruitment	0.00	342.61	0.00	342.61	
Training	0.00	612.80	441.00	1,053.80	
DBS	55.60	229.40	39.00	324.00	
Clothing / Uniform	0.00	0.00	0.00	0.00	
Accountant	450.00	54.00	72.00	576.00	
Insurance	1,092.85	0.00	0.00	1,092.85	
Waste	98.00	207.20	39.25	344.45	
Equipment	68.43	356.95	15.00	440.38	
Events	60.00	96.20	260.70	416.90	
Miscellaneous	803.82	119.74	960.11	1,883.67	
	<u>44,866.04</u>	<u>30,540.51</u>	<u>36,737.25</u>	<u>112,143.80</u>	
Total Trading	3,095.82	(8,229.85)	8,569.34	3,435.31	Profit on trading
Opening Balance at 1st August 2022		Current	74,406.66		
		Deposit	<u>11,516.42</u>		
			85,923.08		
Income over Expenditure			0.00		
Expenditure over Income			<u>(3,219.40)</u>		
			<u>89,142.48</u>		
Transfer between Accounts			28,378.22		
Interest on Deposit Account			215.91		
Balance at Bank		Current	49,247.84		
		Deposit	<u>40,110.55</u>		
			<u>89,358.39</u>		

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 2024	Charity no (if any)	1021287
Set out on pages	3		

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

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

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:

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.

