



Whitley Lodge Under Fives Annual General Meeting

Wednesday 8th December 2021

Chairperson's Report

A very warm welcome to everyone and a special thank you for attending the Whitley Lodge Under Fives AGM. We had hoped with the relaxation of some restrictions to have held a face-to-face meeting but in view of the continued high case rate it seemed wise to stick with Zoom.

Introduction

As you are probably aware Whitley Lodge Under Fives is an outstanding provider and we believe it offers a brilliant start to a child's education, where children learn through play, in a safe and nurturing environment.

Under Fives is funded through parental fees, government funding, fundraising activities, and grants and because we are a charity, we have a Committee or 'Board of Trustees' that meet regularly throughout the year to help steer and support the management.

2021 - another challenging year

This year has once again been a challenging one. COVID 19 has continued to change the way we live, and the necessary safeguards and restrictions have continued to affect the way Playgroup operates.

Following a period of lockdown, when the setting was closed and the majority of staff furloughed, we re-opened in September 2020. Government guidance was implemented, and risk assessments carried out regularly, with policies and procedures being amended as necessary.

Significant changes have been the "settling in" and "drop off and collection" procedures, with parents and carers being largely excluded from the setting and having to have socially distanced drop offs. The children have coped with these changes very well, on the whole, and the lack of contact between staff and parents has been overcome by telephone and email contacts and lots of meetings outside.

During the second wave of COVID 19, starting in December 2020 and continuing until February 2021, when schools were once again closed except for children of key workers, Playgroup remained open to all children throughout. Some families chose to keep their children at home, particularly if parents were working from home and we suspended fees and kept their places open until they returned. The staff showed amazing courage and resilience to continue to provide a safe and fun learning environment for those children who continued to attend during this period.

By Easter most children had resumed their places and Playgroup continued with its new normal, increased hand washing, lots of cleaning and sanitising, distanced drop offs, face coverings when necessary, but still the focus has always been to provide the children with a pre-school experience full of play and learning opportunities.

Our sessions have been full, we have been able to offer parents mostly what they needed in terms of availability of sessions, despite not opening afternoon sessions because of the enhanced cleaning

requirements. Most importantly the children have, as always, enjoyed being with us and have progressed in their journeys with us.

In more normal times this report would have listed the many events and fundraising activities that we have held, but the pandemic has limited those activities. However, the group still held a sponsored toddle, albeit without the customary parental involvement and picnic, which was very successful. We also had a professional photographer, with profits from photographs going to Playgroup funds.

I would like to say a huge thank you to all of the staff who have come into work each day despite their understandable anxiety, putting themselves at risk, to keep Playgroup open. You have smiled, played, and taught the children throughout. You are all truly outstanding.

Special thanks must go to Carol too, who continues to manage during these difficult times. She has handled the ever-changing requirements calmly and efficiently and is always thinking of the needs of the children and staff.

I must also thank all of the committee and staff for attending our virtual committee meetings, your support has been invaluable. Thank you, Lauren, for making sense of the meetings in the minutes.

A big thank you must go to Emma, our Treasurer, who continues to oversee the finances of the group and gives generously of her time to keep our financial situation as healthy as it is.

Thank you also to Barbe who is leaving us, we have appreciated your support.

Summary

Despite the difficulties of the past year Whitley Lodge Under Fives continues to provide a much needed and valuable service. We remain financially stable. The committee and staff continue to work well together to support the group going forward whilst our excellent staff team provide our children with a strong and happy foundation for the future.

Thank you

Jane Greenfield

Whitley Lodge Under Fives Playgroup

Treasurer's Report

Year Ending 31 July 2021

This year has seen the Coronavirus pandemic still effect our day to day running, which meant that we only briefly had to close our doors in January for one week but have been able to stay open the rest of the year. We have continued to run with just playgroup sessions running in the mornings and at this present time Toddlers has been unable to run to remain as covid safe as possible. During this financial year we have been lucky to be able to use the council's flexible free entitlement payments, the governments furlough scheme, and as we stayed open during the lockdown in January we also received additional money from the council. Before the initial lockdown in March 2020 we were in the running to receive money from Tesco bags for life grant scheme but this had been halted when the pandemic took hold, since then we received notification that we were able to claim some funds from this campaign and the funds were received in our bank account towards the end of the financial year which will continue to help us to improve the outdoor play and learning areas over the coming financial year.

The account balances on the 31st July 2021 were £14,286 (current account) and £10,842 (deposit account) compared with £10,180 (current account) and £10,840 (deposit account) as of 31st July 2019. This is a profit of £4,067.86 for this financial year. Continuing to help our parents and carers we have held off on taking deposits for children starting in September and onwards and our decision will be reviewed at a later date.

Looking at the accounts in more detail: the gross income has decreased this year, by £879.13 (from £51,838 to £50,959.59) as the support from the furlough scheme was no longer required to the degree previously. As we have been able to update and covid secure the learning areas last year this has meant that the expenses for this year have decreased (from £60,099.83 to £46,891.73).

During this financial year we have received donations and fundraising money through toddlers, photo commission, easy fundraising, teddy toddle, and Northumbrian Water. We have also received a compensation payment from HSBC for poor service and a Curry's delivery refund when the product wasn't delivered. As mentioned we have been able to receive help through the governments furlough scheme which has paid £3,586 to cover staff wages during times of closure. During this financial year we have changed our telephone contract, so we received a refund for the credit still attached to our account and due to misinformation with regards to the new product we were given credit that was applied to our telephone account and is currently being used over the coming months and then we will start paying via direct debit from our bank account. To date we have spent £225.60 of the Tesco grant and £940.40 is available for the coming financial year.

A huge thanks go to Carol and the team for their hard work, determination and commitment during another difficult year ensuring all children are able to develop during these unrepresented times.

Emma Dennis

Treasurer

Whitley Lodge Under Fives Playgroup.

WHITLEY LODGE UNDER 5'S PLAYGROUP

**INCOME & EXPENDITURE ACCOUNT
AND STATEMENT OF AFFAIRS**

FOR THE YEAR ENDED JULY 2021

**Prepared by:
Harrison Hutchinson Ltd
246 Park View
Whitley Bay
Tyne and Wear
NE26 3QX**

Whitley Lodge Under Fives Playgroup

Treasurer's Report

Year Ending 31 July 2021

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The account balances on the 31st July 2021 were £14,286 (current account), £10,842 (deposit account) and £90 (cash). This is compared with £10,181 (current account), £10,841 (deposit account) and £130 (cash) as of 31st July 2020. This is a profit of £4,066 for this financial year. Continuing to help our parents and carers we have held off on taking deposits for children starting in September and onwards and our decision will be reviewed at a later date.

Looking at the accounts in more detail: the gross income has decreased this year, by £881 (from £51,839 to £50,958) as the support from the furlough scheme was no longer required to the degree previously. As we have been able to update and covid secure the learning areas last year this has meant that the expenses for this year have decreased (from £60,100 to £46,893).

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Huge thanks must go to Carol and the team for their hard work, determination and commitment during another difficult year ensuring all children are able to develop during these unprecedented times.

Emma Dennis

Treasurer

Whitley Lodge Under Fives Playgroup.

**WHITLEY LODGE UNDER 5'S PLAYGROUP
INCOME AND EXPENDITURE ACCOUNT**

	2021	2020	2019	2018	2017
INCOME					
Fees received	22,874	23,014	26,663	26,404	22,642
Grants (NEF)	19,343	14,135	4,958	650	1,450
Fundraising	828	1,040	1,961	3,259	1,523
Donations / Dividends	1,166	0	0	1,072	1,086
Milk returns	0	0	0	0	0
Vouchers	2,247	3,125	18,388	7,186	3,418
Retainer	0	0	2,300	750	2,000
Interest	1	19	20	3	3
Other	4,500	10,506	1,728	15,502	19,495
TOTAL INCOME	50,958	51,839	56,018	54,826	51,617
EXPENDITURE					
Wages (inc Pensions)	37,885	48,909	44,465	42,748	34,149
Premises costs (inc Rent)	930	1,523	1,652	1,184	1,693
Catering	415	247	377	584	235
Equipment	2,792	1,993	2,280	2,160	1,810
Consumables	1,503	2,218	826	532	507
Office costs	663	2,091	1,420	2,558	1,269
Bank charges	0	0	0	4	0
Professional fees	666	644	291	552	2,136
Taxation	0	943	511	571	275
Wages adjustment	0	0	65	0	0
Other	2,038	1,532	1,336	0	1,633
TOTAL EXPENDITURE	46,893	60,100	53,223	50,893	43,707
SURPLUS/(DEFICIT)	4,066	(8,261)	2,795	3,933	7,910

**WHITLEY LODGE UNDER 5'S PLAYGROUP
STATEMENT OF AFFAIRS**

	2021	2020	2019	2018	2017
CURRENT ASSETS					
Cash at Bank	14,287	10,181	18,534	15,659	17,353
Cash in Hand	90	130	57	91	39
Capital Account	10,842	10,841	10,822	10,802	5,799
Other Debtors	<u>0</u>	<u>0</u>	<u>0</u>	<u>66</u>	<u>0</u>
	<u>25,218</u>	<u>21,152</u>	<u>29,413</u>	<u>26,618</u>	<u>23,191</u>
CURRENT LIABILITIES					
Creditors and accruals	0	0	0	0	(506)
	<u>25,218</u>	<u>21,152</u>	<u>29,413</u>	<u>26,618</u>	<u>22,685</u>
REPRESENTED BY					
Accumulated fund b/fwd	21,152	29,413	26,618	22,685	14,775
Surplus / (Deficit)	<u>4,066</u>	<u>(8,261)</u>	<u>2,795</u>	<u>3,933</u>	<u>7,910</u>
	<u>25,218</u>	<u>21,152</u>	<u>29,413</u>	<u>26,618</u>	<u>22,685</u>

WHITLEY LODGE UNDER 5'S PLAYGROUP

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS For the year ended 31 July 2021

I hereby report to the Trustees and members of Whitley Lodge Under 5's Playgroup on the accounts as set out on pages 2 and 3 for the year ended 31st July 2021.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:-

- (a) Examine the accounts under section 145 of the Charities Act
- (b) To follow the procedure laid down in the general Directions given by the Charities Commission (under section 145(5)(b)) of the Charities Act, and
- (c) To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosure in the accounts and seeking explanations of the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no 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 connection with my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe in any material respect, the requirements:
 - (a) To keep accounting records in accordance with section 130 of the Charities Act, and
 - (b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed

STEPHEN DREW FCCA
Chartered Certified Accountant

Dated 11 NOV 2021

Address

Harrison Hutchinson Ltd, 246 Park View, Whitley Bay, Tyne and Wear, NE26 3QX.