



Trustees' Annual Report for the period

From 01/04/2021 **Period start date** **To** 31/03/22
Period end date

Charity name: Knodishall & District Playgroup

Charity registration number: 1023626

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of children primarily under statutory school age, by offering play, education and care facilities, together with the right of parents to take responsibility for, and to become involved in the activities of such groups offer opportunities for all children whatever their race, culture religion, means or ability.
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	Provide playgroup and educational facilities for preschool children. Encourage 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. Instigate and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	

Achievements and Performance

<p>Chairman report</p>	<p>SORP reference</p>	<p>This has been a very eventful year with some debilitating setbacks and some positive successes.</p> <p>In January and February of this year a major fraud involving the playgroup's finances was uncovered, revealing that over the previous five years over £50,000 had been stolen from the accounts. The theft is currently under investigation by the police. They are in possession of all the evidence and are now preparing a report for the Crown Prosecution Service. Our hopes are that an arrest and court case is to follow.</p> <p>The Playgroup staff, especially Jess Kersey and Hayley Bayman, must be commended for the long hours of meticulous work they undertook to uncover the detailed evidence of the fraud which annual audits would not necessarily have uncovered. It seems that overstretched policing and a severe backlog in the Crown Court has meant that progress on the case is slow, but we have been told that the evidence we have provided is substantial and secure and we should have some hope of getting the money back and justice being done.</p> <p>As a charity supporting young children and their families the Playgroup continues to thrive. The Manager's and Trustees' policy of funding apprenticeships has been instrumental in maintaining a team of well qualified, motivated professionals. Alice Balls was the first</p>
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to undertake the scheme, followed by Jo Clements and now Hayley Bayman is about to finish her apprenticeship. This is not easy for working mothers with large families and we do commend them for their commitment to the successful completion of the training. With long serving and experienced Debbie Godbold, they make strong team with different skill sets who work well together with the common aim of providing the best possible experience for the children.

This was confirmed by an OFSTED inspection that took place towards the end of the summer term. We were pleased that the setting was judged 'good' in every single category of provision. Three minor criticisms were made which the inspector agreed could be easily rectified.

Numbers on roll have continued to grow, so that the Playgroup is now at capacity, open for ten sessions per week and always in ratio. There is a waiting list for new entrants and a strong forecast for all the terms ahead.

The parish church still own the Mission Hall building through a very small group of managing trustees. The playgroup's lease on the building expired several years ago but we continue to pay the church a small rent of £250 per annum. During the year a firm specialising in pre-school design and community hubs was contracted by Playgroup to produce a plan for a new build on the site with accompanying site surveys and an overall approximate cost. The result was an excellent plan with a cost of

		<p>£700,000 ! Obviously large grants need to be sought but this is difficult as the reason for the big gap in our finances has not yet gone to court and so cannot be explained to grant providers.</p> <p>Despite the setbacks of the above situation and the day when the drought broke (!) the playgroup managed to stage a Music Day on the village green to raise funds. The support of parents, friends and neighbours has been brilliant and has certainly helped to raise the morale of the staff !</p> <p>We also had a successful Sports Day and End of Term event for the school leaver class of '22'. Coupled with Ofsted, this meant for everyone involved with Knodishall Playgroup, we were able to end the school year on a happy note.</p> <p>Although the disappointments of the past year are not behind us yet , we can nevertheless look forward to a happy and successful future in 2023.</p>
<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>	

Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against</p>	<p>Para 1.41</p>	
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objectives set		
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Current Account £68,192 Savings Account £5026 Fund Raising Account £5418. Total £78637
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Specific reserves are not held. The current account is used for day to day receipts and outgoings with a profit this year of £12,000. Fundraising account is held for potential rebuild of premises.
Amount of reserves held	Para 1.22	£5026
Reasons for holding zero reserves	Para 1.22	The Savings fund is retained to provide for any redundancy payments (not anticipated in foreseeable future).
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	Funded by fees from children attending the playgroup.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	N/A
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-School Learning Alliance Model Pre-School Constitution
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	Trustees are elected at Annual AGM

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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Knodishall & District Playgroup
Other name the charity uses	
Registered charity number	1023626

Charity's principal address	

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	Tim Haxell	Chairman		
2	Gwen Haxell	Treasurer (current)	01/02/22 - now	
3	Kerry Canning	Secretary (Current)	30/06/21 - now	
4	Gemma Pearse	Treasurer (resigned)	01/04/2021-01/02/2022	
5	Philip Godbold	Trustee		
6	Rachel Cartwright	Secretary (previous)	01/04/21 - 28/06/21	
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8				
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11				
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17				
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20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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

N/A

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)

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Full name(s)

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Position (eg
Secretary, Chair, etc)

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Date

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Knodishall & District Playgroup
Charity Commission Number 1023626

Assets at 31/03/2022

	Start Balance	Income	Outgoings
Current Account	£ 55,900.79	###	###
Savings Account	5,025.91	£0.52	£0.00
Fund Raising Account	290.01	£5,128.36	£0.00
Total			

End Balance

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£5,026.43

£5,418.37

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Knodishall & District Playgroup

APRIL 2021- MARCH 2022

MONTH	April	May	June	July	August	September	October	November	December	January	February	March	Total
Figures rounded to £'s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Income													
1 EYDP Grant	£ 18,965.96	£ 10,776.61	£ 550.05	£ -	£ 15,206.73	£ -	£ 4,316.55	£ -	£ 12,274.52	£ 60.00	£ 9,127.08	£ 65.00	£ 71,342.50
2 Fees Unfunded	£ 681.00	£ 1,571.00	£ 914.00	£ 1,042.50	£ -	£ 1,220.00	£ 1,361.00	£ 1,824.00	£ 1,548.00	£ 1,327.00	£ 1,662.00	£ 2,553.43	£ 15,703.93
3 Rent from hire of hall	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
4 Fund Raising/Donations	£ -	£ 97.38	£ -	£ 2,634.10	£ -	£ -	£ -	£ -	£ 12.38	£ -	£ 15.58	£ 100.00	£ 2,859.44
5 Registration Fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
6 Coin Meter	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
7 Other Income Refunds etc	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 31.06	£ -	£ 31.06
8 Sustainability Grant	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
9 Milk	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
10 SCC	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00
11 Misc	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
12 Transfer to Fund Raising account													
a Total Income	£ 19,646.96	£ 12,444.99	£ 1,464.05	£ 3,736.60	£ 15,206.73	£ 1,220.00	£ 5,677.55	£ 1,824.00	£ 13,834.90	£ 1,387.00	£ 10,835.72	£ 2,718.43	£ 89,996.93
Expenditure													
7 Wages & Pension cont	£ 3,906.53	£ 4,043.86	£ 4,029.10	£ 4,816.55	£ 3,884.02	£ 3,956.55	£ 4,496.48	£ 8,616.36	£ 4,907.81	£ 4,348.68	£ 4,623.92	£ 4,567.16	£ 56,197.02
8 HMRC - Employee NIC & Tax	£ 703.14	£ 996.74	£ 752.88	£ -	£ -	£ 989.64	£ 1,090.57	£ 1,098.70	£ -	£ 1,062.32	£ -	£ -	£ 6,693.99
11 Building/Repairs	£ -	£ 80.59	£ -	£ -	£ -	£ -	£ 131.40	£ -	£ 54.73	£ -	£ -	£ -	£ 266.72
12 fr	£ 76.80	£ 165.00	£ 76.30	£ 224.00	£ -	£ -	£ 199.00	£ 178.00	£ 79.00	£ 223.50	£ -	£ -	£ 1,221.60
13	£ 105.34	£ 190.79	£ 169.27	£ 5.00	£ 19.00	£ 79.31	£ 64.49	£ 75.39	£ 27.27	£ 310.38	£ 118.44	£ 152.31	£ 1,316.99
14 Gifts/Trips	£ -	£ -	£ -	£ 46.20	£ 10.22	£ -	£ -	£ -	£ 42.00	£ -	£ -	£ -	£ 98.42
15 StationeryAdmin	£ 21.25	£ 22.47	£ 34.47	£ 5.99	£ 5.99	£ 17.98	£ 13.28	£ 17.12	£ 10.99	£ 10.99	£ 10.99	£ -	£ 171.52
16 Toys/Equipment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
17 Training	£ 195.00	£ 135.00	£ 100.00	£ -	£ -	£ -	£ 22.80	£ 694.85	£ 165.00	£ 125.00	£ -	£ 10.00	£ 1,447.65
18 Marketing	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
19 Petty Cash	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
20 Utility Bills	£ 695.61	£ 446.73	£ 738.64	£ 56.68	£ 1,023.69	£ 628.80	£ 218.69	£ 318.58	£ 177.68	£ 992.60	£ 1,139.75	£ 300.28	£ 6,737.73
21 Annual Fees	£ -	£ -	£ -	£ -	£ -	£ -	£ 707.39	£ -	£ 50.00	£ -	£ -	£ -	£ 757.39
22 Lease fees	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
23 Insurance	£ -	£ -	£ -	£ 35.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 35.00
24 Fundraising	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
25 Hall Hire	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
26 Transfer to Fund Raising account	£ -	£ -	£ -	£ 2,634.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,634.00
27 Food/Cleaning	£ -	£ 16.05	£ 45.48	£ -	£ -	£ -	£ 42.14	£ 23.99	£ -	£ -	£ -	£ -	£ 127.66
28	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
b Total Expenditure	£ 5,703.67	£ 6,097.23	£ 5,946.14	£ 7,823.42	£ 4,942.92	£ 5,672.28	£ 6,986.24	£ 11,022.99	£ 5,514.48	£ 7,073.47	£ 5,893.10	£ 5,029.75	£ 77,705.69
c Net cashflow (a - b)	£ 13,943.29	£ 6,347.76	£ 4,482.09	£ 4,086.82	£ 10,263.81	£ 4,452.28	£ 1,308.69	£ 9,198.99	£ 8,320.42	£ 5,686.47	£ 4,942.62	£ 2,311.32	£ 12,291.24
21 Opening bank balance	£ 55,900.79	£ 69,844.08	£ 76,191.84	£ 71,709.75	£ 67,622.93	£ 77,886.74	£ 73,434.46	£ 72,125.77	£ 62,926.78	£ 71,247.20	£ 65,560.73	£ 70,503.35	£ 55,900.79
d Closing Bank (C +/- Line 45)	£ 69,844.08	£ 76,191.84	£ 71,709.75	£ 67,622.93	£ 77,886.74	£ 73,434.46	£ 72,125.77	£ 62,926.78	£ 71,247.20	£ 65,560.73	£ 70,503.35	£ 68,192.03	£ 68,192.03

Knodishall & District Playgroup

Charity Commission Number

1023626

Profit and Loss Statement 2021-2022

Income	
Opening Current Account Balance	
EYDP Grant	£ 71,342.50
Fees Unfunded	£ 15,703.93
Rent from hire of hall	£ -
Fund Raising/Donations	£ 2,859.44
Registration Fee	£ -
Coin Meter	£ -
Other Income Refunds etc	£ 31.06
Sustainability Grant	£ -
Milk	£ -
SCC	£ 60.00
Misc	£ -
Transfer to Fund Raising account	£ -
Total Income	

Expenditure	
Wages & Pension cont	£ 56,197.02
HMRC - Employee NIC & Tax	£ 6,693.99
Building/Repairs	£ 266.72
fr	£ 1,221.60
	£ 1,316.99
Gifts/Trips	£ 98.42
StationeryAdmin	£ 171.52
Toys/Equipment	£ -
Training	£ 1,447.65
Marketing	£ -
Petty Cash	£ -
Utility Bills	£ 6,737.73
Annual Fees	£ 757.39
Lease fees	£ -
Insurance	£ 35.00
Fundraising	£ -
Hall Hire	£ -
Transfer to Fund Raising account	£ 2,634.00
Food/Cleaning	£ 127.66

Total Expenditure

Closing Current Account Balance

Net Current Account Profit

Declaration

Although the above represent the details shown in the day book, and accurate state of the current bank account, there are a number of discrepancies which to criminal investigation by the police. Attached is a detailed list with summary

Non verified payments	£9,625.98
Income not paid into account (i.e. missing)	£1,312
Total missing from bank	

£ 55,900.79

£ 145,897.72

£ 77,705.69

£ 68,192.03

£ 12,291.24

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:h are subject
nary below:-

£10,937.98

Knodishall & District Playgroup
Other Funds
2021-2022

Savings Fund

Opening Balance	5,025.91
Interest	0.52
Closing Balance	5026.43

Fund Raising

Opening Balance	£290.01
Interest	0.26
Donations	£4,008.10
Transfer from current	£1,120.00
Closing Balance	£5,418.37


KNODISHALL AND DISTRICT PLAYGROUP
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Receipts and Payments Accounts

**Report to the Trustees of Knodishall and District Playgroup
On accounts for the 12 month period ended 31 March 2022**

I have examined the accounts. My examination included a review of the accounting records kept and compared the accounts presented with those records. I also considered any unusual items or disclosures in the accounts and sought explanations from the trustees concerning any such matters.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep appropriate accounting records and to prepare accounts which accord with the accounting records have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 16/1/2023
Name MAXIA CLAYTON

Relevant professional qualifications or body (if any)

Address

136 HAYLING ROAD
LEISTON
IP16 4DZ

Contingency - Redundancy