

KESTREL UNDER FIVES PLAYGROUP

CHARITY REGISTRATION NO: 1024231

REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

CONTENTS	PAGE
Trustees' Report	1 - 3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6

KESTREL UNDER FIVES PLAYGROUP
REPORT OF THE TRUSTEES

The trustees are pleased to present their annual report together with the receipts and payments account of the charity for the year ended 28 February 2021.

ADMINISTRATIVE DETAILS

Registered name	Kestrel Under Fives Playgroup
Name by which known	Kestrel Under 5s Playgroup
Charity registration number	1024231
Principal address	St David's Church Newton Close, Lordswood Chatham Kent, ME5 8TR
Contact address	35 Conifer Drive Chatham Kent, ME5 8UU
Trustees	Ms Hayley Miles - Chair Ms Samantha Nurse - Treasurer Mrs Kelly Budd - Secretary Ms Emma Davies Ms Rebecca Mahoney Ms Emma Boakes - resigned 16 July 2020 Ms Sarah Everett - resigned 16 July 2020 Ms Cherelle Jarvis - resigned 16 July 2020 Ms Chloe Nind - resigned 16 July 2020
Independent examiner	R C Abel, FCA, CTA Aggarwal & Co Ltd 5 London Road Rainham, Gillingham Kent, ME8 7RG
Bankers	HSBC 1/5 Week Street Maidstone Kent, ME14 1QW

GOVERNANCE

Governing Document

The charity is an unincorporated association governed by its constitution adopted 29 October 2014. It follows the 2011 model constitution prepared by the Pre-school Learning Alliance.

Trustees

The trustees who served at any time during the year are set out above.

KESTREL UNDER 5'S PLAYGROUP **REPORT OF THE TRUSTEES**

Appointment of Trustees

The trustees, described in the governing document as Committee members, are elected for one year at the annual general meeting. Retiring trustees are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.

At least 60 per cent of the Committee members shall at the time of their election be parents or guardians of children who attend any groups run by the charity.

OBJECTS

The object of the charity is 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:

- offering appropriate 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, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion, means or ability.
- 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 area.

Public Benefit

In accordance with section 17(5) of the Charities Act 2011, the trustees have had due regard to the guidance published by the Charity Commission on the requirement that the objectives and work undertaken by the charity are in line with charitable objects and do provide benefit for the public.

ACTIVITIES AND ACHIEVEMENTS

In this tumultuous year, the playgroup's key achievement has simply been to survive intact. As with most other charitable organisations, the COVID-19 pandemic has put our finances under enormous pressure throughout the year, but thanks to the dedication and hard work of the staff, the enduring support of our parents, and the Governments Coronavirus Job Retention Scheme, we have weathered the storm so far.

Along with the rest of the UK, we closed our doors on 23rd March 2020 for Lockdown 1 but re-opened them on 15th June with a skeleton staff of three providing support and care for those children who attended. We owe these staff a huge debt of gratitude, as they not only gave very young children a degree of normality in a very abnormal time but led sessions, supervised lunch clubs, and were responsible for deep cleaning all equipment daily, whilst putting their own health at risk. Indeed, our thanks are also due to every member of staff who was furloughed for several months. Due to the funded/non-funded mix of our children, under the furlough scheme we could claim only 25% of wages paid, and in total nearly £10 000 in fees for Terms 5 and 6 were written off. Consequently, we were reluctantly forced to amend our Terms and Conditions for the new Academic Year so that fees are still due if the playgroup is forced to suspend operations for reasons beyond its control. We have had to impose two 'circuit breaker' periods since returning to near normal operation in September due to outbreaks of infection amongst children and staff; although several members of staff were very ill, thankfully all have recovered. Sadly, three long-serving members of staff have left this year, partly due to health considerations in the pandemic.

We were able to negotiate a rent 'holiday' for the period we were completely closed and a substantial reduction when we re-opened in June and this, along with reduced supplies' costs, has allowed our finances to remain in equilibrium. Our most precarious time was in January 2021 at the start of Lockdown 3, when we were advised that we would receive funding only for those children who attended – and understandably, many parents chose not to send their children. A return to claiming under the flexible furlough scheme seemed inevitable but fortunately that decision was reversed quite quickly. We are grateful to the Parish for reducing our rent by one third at this time.

KESTREL UNDER FIVES PLAYGROUP **REPORT OF THE TRUSTEES**

We sincerely thank all parents for continuing to support our Voluntary Donations initiative as these funds not only allow playgroup to continue to supply healthy snacks for the children, but also help to offset the increased costs of cleaning and hygiene supplies, and a small measure of PPE for the staff.

Finally, despite being unable to hold our normal regular meetings, the members of the Committee and playgroup Managers have remained in constant touch via WhatsApp and e-mail throughout this unusual time. Although logistical difficulties meant that we did not hold an AGM in June 2020, we are hopeful that this year's AGM will proceed as usual.

FINANCIAL REVIEW

Review of the Financial Position

The financial position is set out on pages 5 and 6.

Total Receipts decreased slightly by £494 to £149,334. However, this would have been more marked were it not for the Job Retention Scheme grants of £8,737. Total Payments reduced by £11,356 to £140,382, due to reductions in rent and other costs saved during the lockdowns. The result is a surplus (where receipts exceeded payments) of £8,952 compared to a deficit of £1,910 in the previous year. Available cash funds now stand at £82,360.

Reserves Policy

The trustees have considered the level of reserves appropriate for the charity and concluded that they should have sufficient funds to enable expenses to be met for a normal three months should there be a delay or reduction in receiving income. The amount required is approximately £38,000. Therefore the funds held are adequate at present.

Risks and Uncertainties

The trustees have considered the principal risks and uncertainties facing the charity, which they have assessed as:

- loss of income and increased wage and pension costs without any increase in funding from the government; and
- loss of income due to unexpected non-availability of rented premises.

Trustees' Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 15 June 2021 and signed on their behalf

S Nurse
Trustee

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
KESTREL UNDER FIVES PLAYGROUP**

I report to the trustees on my examination of the receipts and payments account of Kestrel Under Fives Playgroup ("the Charity") for the year ended 29 February 2020, which are set out on pages 5 to 6.

Responsibilities and basis of report

As the charity trustees of the Charity, 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 Trustee'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 Commissioner under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those 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.

R C Abel, FCA, CTA
Aggarwal & Co
Chartered Accountants

5 London Road
Rainham
Gillingham, ME8 7RG

17 June 2021

KESTREL UNDER FIVES PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 28 FEBRUARY 2021

	2021	2020
	£	£
RECEIPTS		
Receipts from charitable activities		
Voucher payments	105,397	109,814
Fees receivable	23,487	20,424
Lunch Club fees	8,411	11,299
SEN income	457	4,942
EYPP	1,376	744
Fundraising	637	1,730
Voluntary donations	499	671
Other receipts	333	204
Government CJRS grants	8,737	-
	<hr/>	<hr/>
TOTAL RECEIPTS	149,334	149,828
PAYMENTS		
Charitable activities		
Wages and salaries	118,903	122,336
Social security costs	4,277	4,555
Employer's contributions to pension scheme	3,751	3,143
	<hr/>	<hr/>
	126,931	130,034
Hall and garage rent	7,005	10,637
Supplies	1,583	2,388
Insurance, Ofsted and data fees	1,422	1,405
SEN expenditure	-	240
Course Fees	-	1,251
Telephone, dongle and photos	542	516
Petty cash	434	1,242
Bank charges	89	120
Accounting software	749	696
Independent examiner's fees	-	600
Equipment/special events	239	421
EYPP	600	576
Miscellaneous expenses	445	284
	<hr/>	<hr/>
	140,039	150,410
Purchase of fixed assets	343	1,328
	<hr/>	<hr/>
TOTAL PAYMENTS	140,382	151,738
	<hr/>	<hr/>
NET RECEIPTS (2020 : PAYMENTS)	8,952	(1,910)
Cash funds at the beginning of the year	73,408	75,318
	<hr/>	<hr/>
CASH FUNDS AT THE END OF THE YEAR	82,360	73,408
	<hr/> <hr/>	<hr/> <hr/>

KESTREL UNDER FIVES PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AT 28 FEBRUARY 2021

	2021	2020
	£	£
UNRESTRICTED CASH FUNDS		
Cash at HSBC bank	82,183	73,281
Cash in hand	<u>177</u>	<u>127</u>
	<u><u>82,360</u></u>	<u><u>73,408</u></u>

ASSETS RETAINED FOR THE CHARITY'S OWN USE - Various play equipment

LIABILITIES - Independent examiner's fee

NOTES TO THE ACCOUNT

1 Statutory Information

Kestrel Under Fives Playgroup is registered under the Charities Act 2011. The Charity's registered number and registered office address can be found within the Trustees' Report.

The presentation currency of the financial statements is the Pound Sterling (£).

2 Accounting Policies

(a) Basis of accounting

The accounts have been prepared on the receipts and payments basis under the historical cost convention and in accordance with the Charities Act 2011 and the Charities Statement of Recommended Practice (FRS 102).

(b) Funds structure

All funds are unrestricted income funds.

3 Trustee Remuneration

The charity trustees were not paid or reimbursed expenses during the year and no charity trustee received any emolument or payment for professional or other services.

4 Taxation

The charity is a registered charity and no provision is considered necessary for taxation.

Approved by the trustees on 15 June 2021 and signed on their behalf

S Nurse
Trustee