



Trustees' Annual Report for the period

From 1 April 2023 to 31 March 2024

Charity name: Fowlmere Playgroup

Charity registration number: 1024798

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The aims of the playgroup are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups by offering appropriate play, education and care facilities and adhering to the aims and objectives of the Pre-School Learning Alliance. |
| 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 | Fowlmere Playgroup is a small, friendly, parent-managed setting providing a happy, stimulating and supportive environment for pre-school children (two years and upwards) within the framework of the Early Years Foundation Stage Curriculum where each child can have the opportunity to develop fully in every aspect of their development. The playgroup serves Fowlmere and the surrounding villages. The Playgroup employs three part-time members of staff during term time to provide sessions on weekdays. The Friday session is for children starting school in the following September to prepare them for the transition. Fowlmere Playgroup is open to all children within the age range, regardless of colour, ethnicity, religion, social background or disability. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | In managing the playgroup, the trustees have kept in mind the Charity Commission's guidance on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38 | |
| | Para 1.38 | |

| | | |
|--|-----------|---|
| Policy on social investment including program related investment | | |
| Contribution made by volunteers | Para 1.38 | A substantial contribution is made by the trustees' management committee. In addition, without the continual fundraising efforts of the trustees the playgroup would not continue to operate. The input of the Playgroup Leader and staff outside their paid hours is also key. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| 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. | Para 1.20 | <p>Fowlmere Playgroup successfully ran supervised sessions for children aged from two years to school age, during school hours.</p> <p>Our staff work tirelessly to look after the children and give them the best possible childcare and learning experience, so that they feel safe, happy and nurtured, and thrive as preschoolers.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| 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 | <p>The focus this year has been on growing our financial reserves. We are still recovering from the impact of Covid-19.</p> <p>Our biannual thrift sales raised record amounts in addition to successfully running a raffle. With prizes generously donated by community businesses.</p> <p>Our profit has helped to increase some of the reserves lost in recent years and improved our financial stability going forward.</p> <p>We need to raise our reserves to ensure we have funds to cover all expenses in the event of a future closure and to cover multiple staff absence/ maternity leave. We currently do not have enough funds to cover this in the event of multiple staff absence/ maternity cover.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The playgroup aims to maintain a reserve fund to cover three months' operational costs. This will allow us to meet staff notice and redundancy costs if required and to act as a buffer to fluctuations in income due to unexpected decreases in child numbers. We need to aim to raise these reserves slightly to ensure we can fully cover any closure costs along with funds to pay staff maternity and/or sickness. |
| Amount of reserves held | Para 1.22 | £16,911 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <p>Playgroup has faced uncertainty after the URC building was closed as a place of worship. Work is ongoing with the local Parish Council who are hoping to purchase the building which would allow playgroup to continue to rent the space.</p> <p>The playgroup committee of trustees have explored all other possible premises locally but unfortunately nothing has been found which is suitable and affordable for the charity to rent.</p> |

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 | <p>The charity's principal source of funds is fees paid and funding awarded by Cambridgeshire County Council for children attending the setting. These are in many cases covered by early years government funding. Fowlmere playgroup also run a thrift sale twice a year and a raffle at least once a year to raise further funds.</p> |
| Investment policy and objectives including any | Para 1.46 | |

| | | |
|---|-----------|--|
| social investment policy adopted | | |
| A description of the principal risks facing the charity | Para 1.46 | |
| 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 Constitution |
| How is the charity constituted? (e.g unincorporated association , CIO) | Para 1.25 | Trust |
| 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 elected by members at 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 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

Funds held as custodian trustees on behalf of others

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

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)

Jasmine Redrup (Manager)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|


Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--|---|--------------------|
| Signature(s) |  | <i>Kate Parker</i> |
| Full name(s) | Kayleigh Holwell | Kate Parker |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |
| Date | 01/10/2024 | 01/10/2024 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name: **FOWLMERE PLAY GROUP**

**On accounts for the year
ended**

31st MARCH 2024 Charity no (if any) **1024798**

Set out on pages

1 & 2 (insert here to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 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: **C. Taylor FCCA** Date: **03.10.2024**

Name: **COLIN TAYLOR**

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

ASSOCIATION OF CHARTERED (CERTIFIED) ACCOUNTANTS

Address:

**THE SYCAMORES
43 KINGSWORTH STREET
ROYSTON, HERTS SG8 5AB**

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

[Empty box for disclosure details]



Receipts and payments accounts

CC16a

| | | | |
|---------------------|------------|----|------------|
| For the period from | 01/04/2023 | To | 31/03/2024 |
|---------------------|------------|----|------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| FEES | 19682 | - | - | 19,682 | 15,121 |
| FUNDING CAMBS CC | 32343 | - | - | 32,343 | 28,602 |
| FUNDRAISING | 5177 | - | - | 5,177 | 4,338 |
| SUNDRY INCOME | 3 | - | - | 3 | - |
| DONATIONS | 3045 | - | - | 3,045 | 665 |
| Sub total (Gross income for AR) | 60,250 | - | - | 60,250 | 48,726 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 60,250 | - | - | 60,250 | 48,726 |
| A3 Payments | | | | | |
| DIRECT WAGES | 38799 | - | - | 38,799 | 33,983 |
| DIRECT EXPENSES | 0 | - | - | - | - |
| ADVERTISING & MARKETING | 24 | - | - | 24 | 281 |
| AUDIT & ACCOUNTANCY FEES | 2070 | - | - | 2,070 | 1,247 |
| CLEANING & LAUNDRY | 208 | - | - | 208 | 125 |
| EQUIPMENT | 124 | - | - | 124 | 61 |
| GAMES, BOOKS & TOYS | 874 | - | - | 874 | 140 |
| GENERAL EXPENSES | 99 | - | - | 99 | 93 |
| GIFTS | 263 | - | - | 263 | 216 |
| INSURANCE | 720 | - | - | 720 | 699 |
| OUTINGS/PARTIES | 0 | - | - | - | 6 |
| PENSIONS COSTS | 621 | - | - | 621 | 427 |
| POSTAGE, FREIGHT & COURIER | 0 | - | - | - | - |
| PRINTING & STATIONERY | 93 | - | - | 93 | 344 |
| RECRUITMENT | 0 | - | - | - | - |
| REFRESHMENTS | 289 | - | - | 289 | 63 |
| RENT | 8332 | - | - | 8,332 | 9,366 |
| REPAIRS & MAINTENANCE | 518 | - | - | 518 | - |
| STAFF TRAINING | 311 | - | - | 311 | 209 |
| SUBSCRIPTIONS | 207 | - | - | 207 | 327 |
| ICO | 35 | - | - | 35 | 35 |
| OFSTED | 50 | - | - | 50 | 50 |
| DBS | 39 | - | - | 39 | 26 |
| XERO | 288 | - | - | 288 | 293 |
| TELEPHONE & INTERNET | 391 | - | - | 391 | 341 |
| TRAVEL | 26 | - | - | 26 | 76 |
| Sub total | 54,282 | - | - | 54,282 | 48,408 |
| A4 Asset and investment purchases, (see table) | | | | | |
| EQUIPMENT | 1,497 | - | - | 1,497 | - |
| Sub total | 55,779 | - | - | 55,779 | - |
| Total payments | 55,779 | - | - | 55,779 | 48,408 |
| Net of receipts/(payments) | 4,471 | - | - | 4,471 | 318 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 11,253 | - | - | 11,253 | 10,935 |
| Cash funds this year end | 15,724 | - | - | 15,724 | 11,253 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Cash account | 40 | - | - |
| | Cash at bank | 18,023 | - | - |
| | Debtors | 609 | - | - |
| | Others - Total Current Liabilities | 2,948 | - | - |
| | Total cash funds | 15,724 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |


| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|------------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Computer Equipment | | 323 | - |
| | Cooker | | 100 | - |
| | Outdoor Play Equipment | | 640 | - |
| | Trolley with trays | | 336 | - |
| | Folding trolley | | 99 | - |
| | TOTAL | | 1,497 | - |
| | | | | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|-----------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | Creditors | | 2,880 | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|---|------------------|------------------|
|  | Kayleigh Holwell | 12/11/2024 |
| <i>Kate Parker</i> | Kate Parker | 12/11/2024 |