



**Trustees' annual report (including Directors' report) for the period**

**From: 1<sup>st</sup> September 2022**

**To: 31<sup>st</sup> August 2023**

**Charity name: Jack & Jill Playgroup**

**Charity registration number: 1026771**

**Company number:**

**Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Jack &amp; Jill Playgroup is a Pre-School that is a member of the Pre-School Learning Alliance.</p> <p>Aims:</p> <ul style="list-style-type: none"> <li>• To enhance the development and education of children under statutory school age.</li> <li>• To promote children's personal, social and emotional development in an environment that is safe and to enhance self-esteem and confidence.</li> <li>• To encourage ease of transition into school when children reach the appropriate age.</li> <li>• To provide an environment for children that is warm, safe and able to meet their ongoing learning, social and emotional development.</li> <li>• To monitor children's progress through their key worker and ongoing assessment.</li> <li>• For children to enjoy their time and feel secure at Jack &amp; Jill Playgroup.</li> </ul>
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	<p>It is the responsibility of the trustees and staff associated with Jack &amp; Jill Playgroup to:</p> <ul style="list-style-type: none"> <li>a) Offer age-appropriate play, education and care facilities for the benefit of the registered children.</li> <li>b) Involve parents &amp; carers in all areas of their children's learning, social or emotional needs.</li> <li>c) Adhere to and abide by the Pre-School learning alliance constitution.</li> </ul>

		<ul style="list-style-type: none"> <li>d) Undertake and adhere to Ofsted regulations and guidelines.</li> <li>e) Ensure that activities and learning cater for all children whatever their race, culture, religion, means or ability.</li> <li>f) To provide appropriate accommodation and equipment for the age and ability of the registered children.</li> <li>g) To raise necessary funds to pay for Pre-School activities and necessary ongoing costs.</li> <li>h) To ensure that staff and trustees are safe people as approved by the Disclosure and Barring Service (DBS) and approved by Ofsted.</li> <li>i) To ensure that employed staff access up to date training in accordance with governmental guidelines.</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## 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>Para 1.20</p>	<p>Increased spending on equipment and training represents an achievement in ensuring the children within our care have the best experience possible &amp; do so under the care of staff members with the expertise to ensure they are safe and secure.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

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

## Financial review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>The year's finances show an increase of income by 18.5% compared with last year while expenditure decreased by 4.3%, leaving the surplus increased by 113.6%.</p> <p>The main factor in the increase of income was the increase in Government funding, despite this, fees from parents decreased which is something the charity is working on improving.</p> <p>Our largest expense was staff salaries. However, this showed a slight decrease from previous year, reducing by 6.5%.</p>
<p>Statement explaining the policy for holding reserves stating why they are held.</p>	<p>Para 1.22</p>	<p>In the trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. In line with the recommendation from the charity commission, we seek to hold 3 months operating costs as a reserve.</p> <p>The trustees review the number of reserves that are required to ensure they are adequate to fulfil the charity's continuing obligations at their quarterly finance meetings.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>Total bank reserves increased by 113.6% from 13,250 to 28,305.</p> <p>This represents an increase of our cushion ratio from 1.7 months to 3.8 months operating costs (at £7,410.50 per month). This improvement now puts us above the charity commission's recommendation of 3 months.</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>Jack &amp; Jill playgroup do not hold zero reserves.</p>

Details of fund materially in deficit	Para 1.24	Jack & Jill playgroup does not have any funds materially in debt.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Jack & Jill playgroup does not have any uncertainties.

**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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
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: for example, trust deed memorandum and articles of association etc	Para 1.25	Pre-School Learning Alliance Constitution.
How is the charity constituted? for example limited company, unincorporated association CID	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	All Trustees and Committee members have been appointed by election.

**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**

Charity name	<b>Jack &amp; Jill Playgroup</b>
Other name the charity uses	
Registered charity number	<b>1026771</b>
Charity's principal address	<b>Belmont Sports Pavilion, Belmont Close, Hassocks, BN6 0EJ</b>

**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	Tony Burstow	Chairperson		
2	Janet Elphick	Secretary		
3	Derek Lawrence	Treasurer		
4	Ben Furlong	Committee		
5	Marion Knight	Committee		
6	Katie Waddington	Committee		
7				
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17			
18			
19			
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**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
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### Other optional information

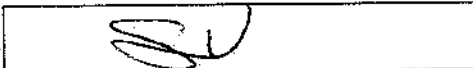

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### Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Samantha Viggers	Adam Johnson
Position (for example Secretary, Chair, etc)	Chairperson	Treasurer
Date	21 <sup>st</sup> November 2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Jack & Jill Playgroup**

Account No  
**1026771**

**CC16a**

**Receipts and payments accounts**

For the period from	01/09/2022	To	31/08/2023
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**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 £
<b>A1 Receipts</b>					
Fees for charitable services	16,293	-	-	16,293	21,623
Grants for services	87,435	-	-	87,435	65,640
Shop Sales	55	-	-	55	-
Fundraising events	72	-	-	72	350
Donations, legacies & grants	50	-	-	50	64
Bank interest	49	-	-	49	2
Milk Income	27	-	-	27	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>103,981</b>	<b>-</b>	<b>-</b>	<b>103,981</b>	<b>87,679</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>103,981</b>	<b>-</b>	<b>-</b>	<b>103,981</b>	<b>87,679</b>
<b>A3 Payments</b>					
Wages, Salaries, Pensions & NI	69,024	-	-	69,024	73,818
Cost of fundraising events	-	-	-	-	-
Rents, rates & insurance	13,886	-	-	13,886	13,768
Repairs & maintenance	-	-	-	-	-
Phone, Post, Stationery & resources	3,350	-	-	3,350	1,034
Accountancy fees	1,222	-	-	1,222	1,138
Bank Charges & interest	61	-	-	61	-
Advertising	153	-	-	153	-
Shop Sales	582	-	-	582	-
Other expenses	647	-	-	647	3,235
	-	-	-	-	-
<b>Sub total</b>	<b>88,926</b>	<b>-</b>	<b>-</b>	<b>88,926</b>	<b>92,992</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>88,926</b>	<b>-</b>	<b>-</b>	<b>88,926</b>	<b>92,992</b>
<b>Net of receipts/(payments)</b>	<b>15,055</b>	<b>-</b>	<b>-</b>	<b>15,055</b>	<b>- 5,313</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14</b>
<b>A6 Cash funds last year end</b>	<b>13,250</b>	<b>-</b>	<b>-</b>	<b>13,250</b>	<b>18,549</b>
<b>Cash funds this year end</b>	<b>28,305</b>	<b>-</b>	<b>-</b>	<b>28,305</b>	<b>13,250</b>

## 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 £
<b>B1 Cash funds</b>	HSBC Business Account	23,163	-	-
	HSBC Savings Account	5,141	-	-
	Rounding Adjustment	1	-	-
	<b>Total cash funds</b>	<b>28,305</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Adam Johnson - Treasurer	21/11/2024
	Samantha Viggers - Chairperson	21/11/2024



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Jack & Jill Playgroup

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1026771

Set out on pages

(remember 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 31 / 08 / 2023.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

*S. R. Blythe*

Date:

04-12-2024

Name:

Charlotte Blythe

Relevant professional  
qualification(s) or body

MAAT (Association of Accounting Technicians)

(if any):

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Address:

<b>Price Green &amp; Co Accountants</b>
Lynnem House, 1 Victoria Way
Burgess Hill, West Sussex RH15 9NF
Tel: 01444 257047 - Fax 01444 254303

**Section B**

**Disclosure**

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.

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