



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

From: 1st September 2023

To: 31st August 2024

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 & 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">• To enhance the development and education of children under statutory school age.• To promote children's personal, social and emotional development in an environment that is safe and to enhance self-esteem and confidence.• To encourage ease of transition into school when children reach the appropriate age.• To provide an environment for children that is warm, safe and able to meet their ongoing learning, social and emotional development.• To monitor children's progress through their key worker and ongoing assessment.• For children to enjoy their time and feel secure at Jack & Jill Playgroup.
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 & Jill Playgroup to:</p> <ul style="list-style-type: none">a) Offer age-appropriate play, education and care facilities for the benefit of the registered children.b) Involve parents & carers in all areas of their children's learning, social or emotional needs.

		<ul style="list-style-type: none"> c) Adhere to and abide by the Pre-School learning alliance constitution. d) Undertake and adhere to Ofsted regulations and guidelines. e) Ensure that activities and learning cater for all children whatever their race, culture, religion, means or ability. f) To provide appropriate accommodation and equipment for the age and ability of the registered children. g) To raise necessary funds to pay for Pre-School activities and necessary ongoing costs. h) To ensure that staff and trustees are safe people as approved by the Disclosure and Barring Service (DBS) and approved by Ofsted. i) To ensure that employed staff access up to date training in accordance with governmental guidelines.
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		
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Achievements and performance

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	Increased spending on equipment and training represents an achievement in ensuring the children within our care have the best experience possible & do so under the care of staff members with the expertise to ensure they are safe and secure.
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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

<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 & Jill playgroup do not hold zero reserves.</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>Jack & Jill playgroup does not have any funds materially in debt.</p>
<p>Explanation of any uncertainties about the charity continuing as a going</p>	<p>Para 1.23</p>	<p>Jack & Jill playgroup does not have any uncertainties.</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	
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 , 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	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		
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

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

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	Samantha Viggers	Chairperson		
2	John Drew	Vice Chairperson		
3	Adam Johnson	Treasurer		
4	Katie Waddington	Secretary		
5	Charlotte Johnson	Committee		
6	Brittany Croydon-Kempster	Committee		
7	Joseph Barkley	Committee		
8	Mai Alland	Committee		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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 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)

	
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Full Name(s)

Adam Johnson	John Drew
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Position Held

Treasurer	Chairperson
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Date

16th June 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Jack & Jill Playgroup

(No (if any))
1026771

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	9/1/2023		8/31/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts					
Fees for charitable services	9,050	-	-	9,050	16,293
Grants for services	103,778	-	-	103,778	87,435
Shop Sales	27	-	-	27	55
Fundraising events	886	-	-	886	72
Donations, legacies & grants	-	-	-	-	50
Bank Interest	263.62	-	-	264	49
Milk Income	275	-	-	275	27
Deposits	15	-	-	15	-
Adjustments					
Sub total (Gross income for AR)	114,294	-	-	114,294	103,981

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	114,294	-	-	114,294	103,981

A3 Payments					
Wages, Salaries, Pensions & NI	82,267	-	-	82,267	69,024
Cost of fundraising events	-	-	-	-	-
Rents, rates & insurance	9,808	-	-	9,808	13,886
Repairs & maintenance	550	-	-	550	-

Phone, Post, Stationery & resources	339	-	-	339	3,350
Accountancy fees	965	-	-	965	1,222
Bank Charges & interest	63	-	-	63	61
Advertising	-	-	-	-	153
Shop Sales	-	-	-	-	582
Other expenses	3,208	-	-	3,208	647
Sub total	97,200	-	-	97,200	88,926

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments

	97,200	-	-	97,200	88,926
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Net of receipts/(payments)

A5 Transfers between funds	17,095	-	-	17,095	15,055
A6 Cash funds last year end	-	-	-	-	13,250
A6 Cash funds this year end	28,304.25	-	-	28,304	28,305
Cash funds this year end	45,399	-	-	45,399	28,305

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	HSBC Business Account	29,994	-	-
	HSBC Savings Account	15,405	-	-
	Rounding Adjustment	-	-	-
	Total cash funds	45,399	-	-

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

B2 Other monetary assets

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-



B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Adam Johnson - Treasurer	16/06/2025
	John Drew - Chairperson	16/06/2025



Section A Independent Examiner's Report

Report to the trustees

Charity Name
Jack & Jill Playgroup

On accounts for the year ended

31st August 2024

**Charity no
(if any)**

1026771

Set out on pages

(Remember to include the page numbers of a future version)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2024.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:

23-07-25

Name:

Sharlotte Blythe

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

MAAT (Association of Accounting Technicians)

Address:

Price Green & Co Accountants
Lynnem House, 1 Victoria Way

Burgess Hill, West Sussex RH15 9NF
Tel: 01444 257047 - Fax 01444 254303

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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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