



Acton Playgroup

C/O Acton Primary School
Lambert Drive, Acton
Sudbury, Suffolk
CO10 0US

☎ 01787 464270

☎ 01787 464888 (Chairperson)
Registered Charity # 1027943

Email: actonplaygroup@hotmail.co.uk

Establishing the Trustees:

Chair: Emily Mortimer
Secretary: Leanne Davis
Treasurer: Debra McLaren

Committee Members:

Teresa Farley
Gemma Schwenk
Lisa Baker

Bank:

HSBC	Ipswich Building Society
46 Market Hill	10 Market Hill
Sudbury	Sudbury
Suffolk	Suffolk
CO10 6ES	CO10 2EA

Practice Manager's Report

Victoria thanked the committee for their time over the last year and welcomed new people to the playgroup.

Ofsted – Extremely proud of all the staff and committee for helping maintain our outstanding rating from Ofsted in the July inspection.

Attendance is low for this term so far but is increasing over the year and have many visits booked in over the next term.

Numbers

Autumn Term – 34

Spring Term – 37

Summer Term – 40

Fund Raising - total raised for the year was £2793.19 but expenses were high due to large outlay on tea towel production. Victoria to investigate how many left and to sell and find

opportunities for this. Summer fete was a huge success again and already booked core parts for next year, i.e. mad bounce and hall. Thanks to all the staff who took time to help out. Festive Fayre to be decided for this year.

Need to encourage parents to sign up to the giving machine, especially before xmas.

Nicki is to take over doing the raffles from Greg, as he will be stepping down.

Communication – Tapestry and parent mail still working very well. New process for accepting and paying for school dinners, so far no problems.

Need new sponsors for newsletter.

Fees - Looking to increase fees from Jan 2020. 3 Year forecast will be provided at next committee meeting. Funding remains the same at £4 per hour for ¾ year olds and 5.20 per hour for 2 year olds.

Finance – accounts for 17/18 all processed, verified and published on charity commission website.

18/19 Accounts already – we need to find an accountant if possible – Do we know anyone?

Victoria has requested a new lap top as her back light has gone and she struggling to use.

Lease

Unfortunately no movement in regards to the lease. It still remains in diocese, however during this time there is no rent increase.

Playgroup Leader Report

Since last AGM numbers have stayed full. 30 children moved on to school and 8 children were booked to join us in September.

Staffing has stayed the same but working days have changed slightly due to children attending. Louise has changed her role to mainly SENDCO supporting individuals with less key children.

All staff have updated there safeguarding, Kim and Jo have now completed their role and responsibilities and Kim has also completed safer recruitment training.

Nicki has decided to stop doing her Level 3.

Ofsted came to inspect us at the end of the summer term. We are pleased that we maintained our outstanding rating.

Chair's Report

Michelle explained briefly to possible new committee members how a committee works.

Michelle thanked everyone for their support and help over the last year. Michelle stepped down as Chairperson. Emily stepped forward to be chair and was voted in by Teresa and 2nd by Leanne

Debra McLaren (grandparent) has agreed to be treasurer. Michelle voted her in and 2nd by Kim

Leanne agreed to be secretary and was voted in by Victoria and Emily 2nd.

Michelle, Greg, Jen, Meg, Ali, all stood down from the committee

Governance

The Charity is governed by the Constitution adopted 15 October 1992, as amended on 20 November 2006.

Aims and Objectives

Acton Playgroup provides an excellent standard of Care and Education for children aged 2 years to 5 years. We accept that every child is a unique individual and we will provide opportunities and experiences, which will help them reach their full potential.

Our Aims:

- To provide a secure, loving and stimulating environment, in which children can develop their confidence and independence.
- To provide a quality provision and a balanced curriculum to enable children to develop socially, emotionally, intellectually, physically and morally.
- To develop and encourage parental partnership and involvement, recognising the parents are the first and most influential educators of children.
- To emanate a warm, caring approach to all children and arrange interesting, stimulating activities to inspire children on all levels.
- To take the time to talk and listen to every child as well as acting as a positive role model.
- To operate an equal opportunities policy to ensure that children will feel accepted regardless of sex, race, religion or family circumstances. We will endeavour to accommodate any child with special educational needs.

Through a play based approach we:

- Create opportunities for children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination.
- Encourage children to communicate ideas and feelings in a variety of ways.
- Give children appropriate responsibility to make decisions, choices, express judgements and be respected as active independent learners.
- Value the rights of the child to realise and expand his/her potential.

A high quality early year's experience provides a firm foundation on which to build future academic, social and emotional skills.

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”



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Annual Account Summary 1st September 2019 - 31st August 2020

Balance brought forward from 31st August 2019	£32,990.41
Income	£104,031.14
Expenditure	£110,971.49
End Balance	<u>£26,050.06</u>
Bank Balance as at 31st August 2020	
Current account	£17,068.95
Saving Accounts	£ 8,743.66
Total	<u>£25,812.61</u>
Cash in hand	£237.45
End Balance	<u>£26,050.06</u>

Proud Sponsors of
Acton Playgroup:

*P.W Electrical
Phillip Webb
Commercial and
Domestic Services
07900786734*

*The Beauty Lounge
of Long Melford
Stafford House
Little St Mary's
Long Melford
www.beautyloungelongmelford.co.uk
07581353151*

*White Diamond
Beauty & Tanning
Clinic
01787 378024
www.whitediamondbeauty.co.uk*

*Sorrelle Services Ltd
Recovery,
Breakdown, General
Repairs, Servicing
and MOT
01787 370527
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Victoria Mekni's e-mail address is: actonplaygroup@hotmail.co.uk.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Acton Playgroup

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1027943

Set out on pages

1 & 2

(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 31/08/2020.

**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:

H T Morphey

Date:

19/06/2021

Name:

Helen Morphey

**Relevant professional
qualification(s) or body**

Member of the Association of Accounting Technicians. (MAAT)

(if any):

Address:

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.

“Sections 386 to 389: Accounting records

639. These sections set out the general duty to keep accounting records and specify where and for how long records are to be kept. They replace equivalent provisions in sections 221 and 222 of the 1985 Act. Their purpose is to ensure that businesses record transactions to enable them to show the company’s financial position and to prepare accounts which comply with the Companies Act and, where relevant, with International Accounting Standards. “Accounting records” is a broad term and there is no specific definition as the records may differ depending on the nature and complexity of the business. For a simple business these may include, for example, bank statements, purchase orders, sales and purchase invoices, whilst a more sophisticated business may have integrated records, which it holds electronically.

640. Section 387 creates a criminal offence for every officer of a company who is in default, where the company has failed to keep adequate accounting records under section 386. The section replicates the existing penalties under section 221(5) and (6) of the 1985 Act (imprisonment or a fine).

641. Section 389 makes similar provision in relation to failure to comply with section 388, replacing section 222(4) and (6) of the 1985 Act.”

I do not believe there are any "material" errors within the bookwork.

I note you do keep prime documents such as bank statements and an excel spreadsheet as required under the Sec 386 of Co House and have consolidated the details of the income and expenditure into one spreadsheet.

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