



**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:
Danielle McSherry
Treasurer: Deb
McLaren

Committee Members:

Natasha
Faiers
Laura Perry
Eleanor Clark
Sabrina
Elsden
Becky Judd

Bank:

HSBC
46 Market Hill
Sudbury
Suffolk
CO10 6ES

Establishing the committee:

Emily Mortimer stepped down as chair and was voted back into post.
Deb McLaren stepped down as treasurer and was voted back into post.
Danielle McSherry was voted into the role of secretary.
Natasha Faiers, Laura Perry, Eleanor Clark, Sabrina Elsdon, Becky Judd have
also joined the committee alongside Kim and Victoria.

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Chair's Report

Thank you to all the staff who have worked tirelessly through what has been the most extraordinary year - a big well done from the committee.

Thank you to all members of the committee who have supported playgroup over the last year, Leanne Davis, Gemma Schwenk and Teresa Farley will be stepping down from their posts and we thank them for all they have contributed to playgroup.

Thank you to all parents who are in attendance and willing to join our committee for the academic year 2020/2021, we welcome you whole heartedly and look forward to working alongside you over the coming year.

Practice Manager's Report

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

Accounts - £7000 of reserves have been used to pay wages, rent etc over the last few months and although this is not ideal, we find ourselves in a much stronger position than many settings. This was down to some clever fundraising with virtual bingo and Facebook raffles, grants obtained from SCC and Tesco and constant monitoring and restriction of expenditure - well done all.

Attendance - is not much different to Autumn Term 2019, which is excellent, although a mixture of increased 30 hours entitlement and Covid restrictions to operating hours, has meant that paid sessions(invoices) are down for this term. We have offered out, by Parentmail, extra sessions for all children, on a 'pay as you go' basis. These have been well received and have caused 2 children to increase their weekly days this half term.

Numbers of children look healthy going forward and providing further restrictions are not imposed, we look set to rebuild our reserve position. This will also be helped by staff numbers reducing by 1, as Louise is leaving on 31st October and will not be replaced at this time.

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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

This year's report is very different. We started back in September 2019, providing opportunities for our children to experience forest school activities, outside our playgroup area. I linked up with school and planned learning opportunities, bridging the gap to enable all children the opportunity to learn in the natural environment.

Christmas - thanks to Gemma for organising a successful fundraising event. Nativity at the church was wonderful.

February - I made links with a local care home, taking a small group of children to provide activities and experiences for both residents and children. Local press covered the story and we received excellent feedback from the care home.

March saw the start of Covid-19 when new cleaning and hygiene measures were put into place.

During lockdown my team have gone above and beyond expectation by: delivering food parcels, video calls, providing and delivering resources to families, conducting live story times via Facebook with daily activities and yoga sessions.

They also recorded VE Day and Graduation videos and organised a graduation picnic that each child had in their own homes and photos were shared.

We returned in June, organised into 2 teams so that if one team were forced to isolate, we would still be able to remain open.

Staff completed Covid-19, mental health and wellbeing training.

I went into the 6-week holiday with 2 days training on resilience/ life after lockdown. This was the busiest time for Victoria and I: policies were reviewed and updated, with new ones put into place, risk assessments were conducted and rewritten, meetings with new and existing children were conducted to aid settling back into playgroup routines in September.

I am so proud of my amazing, dedicated team who gave continued support to families as well as dealing with lockdown themselves.

A massive thank you to Jo for everything she does and to Victoria for keeping us open, liaising with school and researching and obtaining grants and funding.

Also a huge thank you to the committee - without you there would be no playgroup!

Here's to another year!!

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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.



Acton Playgroup

C/O Acton Primary School

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Sudbury, Suffolk

CO10 0US

☎ 01787 464270

☎ 01787 464888 (Chairperson)

Registered Charity # 1027943

Email: actonplaygroup@hotmail.co.uk

Annual Account Summary 1st September 2020 - 31st August 2021

Balance brought forward from 31st August 2020	£26,050.06
Income	£ 98,053.08
Expenditure	£104,897.52
End Balance	<u>£19,205.62</u>
Bank Balance as at 31st August 2021	
Current account	£ 8,871.92
Saving Accounts	£10,070.13
Total	<u>£18,942.05</u>
Cash in hand	£263.57
End Balance	<u>£19,205.62</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
services@sorrelle.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 2021

**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 31/08/2021.

**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 (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 Morphew*

Date: 27/06/2022

Name: Helen Morphew

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

Member of the Association of Accounting Technicians. (MAAT)

Address: Brightwell Barns, Waldringfield Road, Ipswich, IP10 0BJ

Section B	Disclosure
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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.