



☐ 01787 464888

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

☐ 01787 464270

(Chairperson)

Registered Charity # 1027943
Email: actonplaygroup@hotmail.co.uk

Establishing the Trustees:

Chair: Sabrina Elsden

Secretary: Sarah

Biggs

Treasurer: Danielle

Parmenter

Committee Members:

Emma Brewster

Jessica Jackson

Courtney Prior

Bank:

HSBC

46 Market Hill

Sudbury

Suffolk

CO10 6ES

Establishing the committee:

Sabrina Elsden stepped down as chair and was re-elected into post.

Soley Latif stepped down as treasurer and Danielle Parmenter was elected into post.

Eleanor Clark stepped down as secretary and Sarah Biggs was elected into post.

Emma Brewster, Jessica Jackson and Courtney Prior have joined the committee.

Chair's Report

Thank you to all of the staff who have worked so hard this year with all the extra challenges; you have all taken it in your stride and you should all be proud. So, a big thank you from the committee.

Thank you to all of the committee who have supported playgroup over the last year. Eleanor, Soley, and Duncan will be stepping down from their posts, so a massive thank you for all of your hard work and your contributions to Acton Playgroup. We have raised over £6,000 in fundraising.

Hello and thank you to all of the parents who are in attendance and willing to join our committee for this academic year (2022/2023). Welcome and we look forward to working alongside you this year.

Practice Manager's Report

Accounts

Accounts are being finalised and are with the accountant for financial year 2021/2022.

Reserves are now £15,000. We are awaiting second payment from WSC of £1,500 as this is part of the apprentice agreement. This will go directly into reserves, as funding and parent fees are on par with projected staff wage payments.

Fundraising

Our C.I.L application was declined, as was the lottery funding application, applied for by Sabrina. We will need to seek further grant avenues.

Halloween Disco is being organised by Sabrina and tickets will go on sale next week. Sabrina will use Committee WhatsApp group to organise help needed on the day. It was agreed that activities were needed for the disco this year – Victoria to approach The Craft Cabin of Glemsford. A car boot sale event is on Sunday the 25th September 2022, we have approx. 50 stalls booked in and expect total proceeds to go beyond £500.

Festive Fayre has been booked for Sunday 4th December 2022, from 11am – 2pm at the village hall. Victoria will send details via Parentmail and Kim will set up an events page on Facebook which committee will share. Victoria to organise production of flyers, which can be displayed in the local community, shops, places of work, etc. Victoria has approached Boyden's for advertising boards and is awaiting response.

Nativity and Christmas Celebration will be discussed during staff meeting and Victoria will contact village hall with possible date.

Now thinking ahead to next year:

- Summer fete booked for Saturday 24th June 2023
- Fireworks – Sabrina investigating

Staffing

Anna starting 1st November 2022 – qualification verified, training all up to date, 1 reference back with another on the way (will chase), DBS reapplied for as not on the Update Service – Victoria arranging this. All safer recruitment procedures followed.

We are in a very strong and happy position regarding attendance of children and are now full, every morning, after Easter. We have a waiting list with both new children and extra sessions for existing children required.

Playgroup Leader Report

The last year has seen us begin to return to a more normal playgroup. Inviting parents in, trips, visits out, stay and plays and celebrating Queen Elizabeth II platinum jubilee.

We have given extra support to the children coming out of a global pandemic. PSED focused groups along with communication and language support. We have worked closely with our parents to bridge any gaps making sure every child gets equal experiences.

Staff have updated their training, safer recruitment, supporting children with SEND and how relationships build brains. We strive to keep up to date with the new EYFS changes and staff have embraced these and continually reflect and make changes to our practice to support every individual child.

Thank you to all my hardworking staff that always goes above and beyond all giving that little extra at every available point.

Thanks also to the hard-working committee for the fundraising and commitment to playgroup.

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 years experience provides a firm foundation on which to build future academic, social and emotional skills.



Acton Playgroup

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☎ 01787 464270

☎ 07833 052366 (Chairperson)

Registered Charity # 1027943

Email: actonplaygroup@hotmail.co.uk

Annual Account Summary 1st September 2022 - 31st August 2023

Balance brought forward from 31st August 2022	£ 30,650.38
Income	£ 122,718.75
Expenditure	£ 147,029.09
End Balance	<u>£ 6,340.04</u>



Bank Balance as at 31st August 2023

Current account	£ 154.70
Saving Accounts	£ 5,914.32
Total	<u>£ 6,069.02</u>



Cash in hand £ 271.02

End Balance **£ 6,340.04**



Checked by _____

Date _____

Signed



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Acton Playgroup

**On accounts for the year
ended**

31st August 2023

**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:

21/12/2023

Name:

Helen Morphew

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

Member of the Association of Accounting Technicians. (MAAT)

Address:

Unit 4 & 5, Brightwell Barns, Waldringfield Road, Ipswich, IP10 0BJ

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.