





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

 01787 464270
 07833 052366

(Chairperson)

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

Establishing the Trustees:

Chair: Sabrina Elsden
Secretary: Emma Brewster
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.
Danielle Parmenter stepped down as treasurer and was re-elected into post.
Sarah Biggs stepped down as secretary and Emma Brewster was elected into post.
Nicole Painter was voted in to join the committee (pending suitability) .

Chair's Report

It has been another great year for Acton Playgroup. The staff went above and beyond for all the children within the setting, just like they always do, so well done to all of the staff.

The staff also showed amazing team work when we have had staff sickness. They have jumped in when needed and supported each other which in turn proves what an amazing team of staff and volunteers we truly have. Thank you to each and every one of you.

Thanks also, to the committee for your help and ideas on supporting the setting and fundraising. Let's hope for another fantastic year, going from strength to strength.

Manager's Report

We have had a very successful year of learning.

September saw challenges and changes - the covid babies that had visited displayed high levels of separation anxiety. We quickly acted and reflected on this, and changed our settling in approach. We provided extra drop-in sessions weekly for parents and children to attend, home school borrow bags, and learnt the importance of sharing news on Tapestry to enable staff to discuss with their key children. We carried out home visits, parents stayed and played, some children stayed shorter times. We took it at the child's pace.

Our cultural capital – we visited the Church, Gainsborough's House, provided experiences of awe and wonder in our setting inviting visitors in, the vets, OSA dance academy, gymnastics, and again, Gainsborough's House.

We now have a linked preschool in Luton so we can compare our small village life to their big town.

Becky completed her Level 3 Qualification as an Early Years Educator and passed with a distinction.

We have supported and prepared 21 children ready to move into school, leaving us in July.

All staff have worked tirelessly and have covered when staff have been off, which is always a challenge when we don't have extra staff.

Administrator's Report inc. Accounts

Current situation

- account balance £8928.50
- Rent all up to date
- Outstanding fees due £248.00 over 3 invoices (from this half term only – due date today)
- cut back on spending on resources, as many purchased over the summer

Fundraising

No fundraising has happened over the summer so we must now concentrate on maximising any fundraising opportunities at the Festive Fayre.

Any other fundraising events/opportunities must be explored, ready for the new year.

Reserve account

- Our reserve account is currently sitting at £17923.73, but based on current payroll/rent etc this should be in the region of £30,000. These funds are necessary to hold in reserve for emergency costs, 3 months redundancy/closure liabilities etc.

General position

- Currently we are in a vulnerable financial position as we do not have the reserve funds in place, as detailed in our constitution. Fundraising is, as always, of huge importance, this coming year.
- Increased staffing has been necessary to facilitate the needs of 2 SEND children, however these children bring with them only £1000 per year in total, which is an unrealistic amount. We have asked that staff be allocated sensibly, to maximise opportunities for extra tasks to be completed during working hours, thus reducing any overtime claims.

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.



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Annual Account Summary 1st September 2023 - 31st August 2024

Balance brought forward from 31st August 2023	£ 6,340.04
Income	£ 142,793.40
Expenditure	£ 148,171.86
End Balance	<u>£961.58</u>

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Bank Balance as at 31st August 2024

Current account	£ 236.98
Saving Accounts	£ 453.58
Total	<u>£ 690.56</u>

Cash in hand £ 271.02

End Balance **£ 961.58**

Checked by _____

Date _____





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Acton Play Group

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

1027943

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

25/10/2024

Name:

Helen Morphew

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

Member of the Association of Accounting Technicians. (MAAT)

Address:

Office 12, Epsilon House

West Road

Ipswich IP3 9FJ

Only complete if the examiner needs to highlight 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.”

We have recommended the trustees investigate with HMRC the entitlement of the Employer’s Allowance as this is not clear if re-claimed through payroll.

Outside of the recommendation we do not believe there are any “material” errors in the bookkeeping.

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