

# Trustee Annual Report Financial Year to 31<sup>st</sup> August 2020

Hartwell Preschool Playgroup Charity number 1029388

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## **Section one**

Hartwell Preschool playgroup

Charity number 1029388

Hartwell Community Centre,

School Lane,

Hartwell

Northampton

NN7 2HL

Charity trustee's details at time of report;

Charlotte Wilson (Chair)

Rachel Mitchell (Secretary)

Jodie Earl (Treasurer)

Melonie Hurst

Lynne Turnbull

Cherry Joyce

Paid roles;

Financial Administrator – Carole Young

Secretarial Administrator – Keira Cox

The above two people are responsible, under direction from the Chair, for the day to day running of the setting along with the setting manager.

## **Section two**

Hartwell Preschool Playgroup has adopted and follows a standard constitution as devised by the Preschool Learning Alliance. This was adopted in September 1993 and revised in 2011. Its members are invited to stand for election at its AGM held at the beginning of the academic year; anyone who stands for election to the committee is proposed and seconded by members. There is currently no policy for induction of new committee members. The committee is responsible for approving all spending and decision making, above and beyond the day to day running.

Hartwell Preschool Playgroup has not identified any major risk and thus has no formal policy in place with regards to major risks.

### **Section three**

Hartwell Preschool Playgroup has no formal policy on holding reserves. However, it is recommended that preschool should have at least 3 months running costs in reserve, approx. £15,000 to cover fixed costs such as staff wages, hall hire etc, this is currently stands at around £5,000 and is held in a separate deposit/reserves account

#### **Section four**

Hartwell Preschool Playgroup holds no funds as custodian trustees on behalf of others.

## **Section five**

Hartwell Preschool Playgroup seeks to provide Hartwell village, and the surrounding areas, with a preschool provision not provided for by the current village school system.

We aim to enhance the development and education of children under the statutory school age as prescribed in the Early Years Foundation Stage. To do this we strive to provide a setting where standards of excellence are sought. It strives to provide this in a manner where the whole child is nurtured, protected and encouraged; where we aim to help all children achieve the five Every Child Matters outcomes of being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing.

We conform to Preschool Learning Alliance guidance and Ofsted regulations.

Hartwell Preschool Playgroup continues to provide an excellent standard of preschool provision for the villages of Hartwell, Ashton and surrounding areas.

This being a low birth rate year we started the year with 19 children. In September we began our Early Birds sessions, this is a pre booked session to enable parents to drop off their children between 8.45-9.15am prior to the session starting at 9.15am, this has been very successful with parents especially those with siblings at primary school as they can drop children at preschool after the 8.50am school drop off.

Unfortunately, at the end of March and in accordance with government guidelines we had to close the preschool to staff and children due to Covid-19.

We did not have any keyworker parents that needed us to stay open.

We continued to employ all staff by benefiting from the government furlough scheme with staff on full pay until July then 80% until the end of the August, both administrators continued to work to deal with preschool needs and the ever changing government guidelines

Funding remained from NCC for those children attending preschool that claim the government 15 hours of free childcare entitlement with a few claiming the additional funding to top up to 30 hours.

Due to Covid-19 fundraising activities came to a halt in March but prior to this we held a Christmas party/disco open to all preschool and KS1 children, a fashion show in February and at Easter instead of our annual easter egg hunt, the Easter Bunny paid a socially distanced visit to the children of the village with easter eggs.

We intend to open again in September following strict government guidelines and those set by the council as we operate from the local community centre, including a one way system with separate entrance and exits, staggered start and pick up times, cleaning, sanitizing etc.

The date of our next AGM is yet to be decided but hope this will be sometime in the spring term.



## Hartwell Preschool Income & Expenditure Statement to 31st August 2020

### **balance b/f 31.8.19**

Current account	19698.85
Cash in hand	61.87
reserve account	4762.57

**24523.29**

### **Income**

3yr Funding 15 hrs	28833.21
3yr Funding 30hrs	8101.21
2yr Funding	1292.91
Quality Supplement	578.30
EYPP Funding	488.82
SEN Funding	0.00
Funding 1-1	0.00
funding for training	0.00
Receipts from parents	7223.75
HPS Fundraising	100.05
Other Fundraising	504.76
Other HMRC furlough	11420.06

**58543.07**

### **Expenditure**

Salaries	57664.57
Hall Hire	4075.50
Insurance/Membership	997.55
Phone	110.75
Accountant	294.00
Stationery	23.82
Ink	45.33
Other Admin costgs	288.30
Expenses	3.20
Materials	14.99
Outings/Entertainment	0.00
Food & Drink	249.93
Sundries	306.93
Advertising	0.00
Staff Training	413.40
Equipment	0.00
Fundraising Expenses	227.71
Fundraising Spending	813.62
EYPP Spending	464.06
SEN Spending	0.00

**65993.66**

### **Represented by**

Closing bank balance 31.8.20	12017.46
Cash in hand	162.05
reserve/savings account 31.8.20	4900.35

**17079.86**

### **Profit/Loss**

closing balance 31.8.19	24523.29
closing balance 31.8.20	17079.86

### **movement in year**

**-7443.43**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Hartwell Preschool Playgroup

**On accounts for the year  
ended**

31st August 2020

**Charity no  
(if any)**

1029388

**Set out on pages**

(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 **D31/08/2020YY**.

**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:**

**Date:**

**Name:**

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

**Address:**

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.**