

Trustee Annual Report Financial Year to 31st August 2021

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.

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. £16,000 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; 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.

We fully opened in September, attendance was lower than usual due to a low birth rate year and that parents were still a little apprehensive of their children returning to or starting a new setting.

We ran our sessions as normal but with the challenges of the restrictions in place due to Covid-19. We introduced a one way system, staggered start and finish times and children being dropped off at the main door, all of the parents and staff were brilliant and adapted to the changes very well.

We took the decision that under the circumstances with covid during 2020 not to hold an AGM as all existing committee members were happy to remain until September 2021, we felt this was the right option given the already challenging times that families found themselves in.



Hartwell Preschool Income & Expenditure Statement to 31.8.21

balance b/f 31.8.21

Current account	12017.46
Cash in hand	162.05
reserve account	4900.35

17079.86

Income

3yr Funding 15 hrs	35576.01
3yr Funding 30hrs	11035.90
2yr Funding	2106.06
Deprivation	0.00
EYPP Funding	298.59
SEN Funding	0.00
Funding 1-1	0.00
funding for training	0.00
Receipts from parents	8813.37
HPS Fundraising	0.00
Other Fundraising	804.00
Other	2453.26
Bank Interest	0.00

61087.19

Expenditure

Salaries	49746.71
Hall Hire	8151.00
Insurance/Membership	1056.19
Phone	90.00
Accountant	294.00
Stationery	6.50
Ink	132.65
Other Admin costgs	376.75
Expenses	427.65
Materials	58.00
Outings/Entertainment	0.00
Food & Drink	348.43
Sundries	887.81
Advertising	0.00
Staff Training	148.20
Equipment	0.00
Fundraising Expenses	226.00
Fundraising Spending	203.73
EYPP Spending	96.98
SEN Spending	0.00

62250.60

Represented by

Closing bank balance 31.8.21	10902.84
Cash in hand	113.26
reserve/savings account 31.8.21	5306.42

16322.52

Profit/Loss

closing balance 31.8.20	17079.86
closing balance 31.8.21	16322.52

movement in year

-757.34



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Hartwell Preschool

**On accounts for the year
ended**

31st August 2021

**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 **31/08/2021**

**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:

[Signature box]

Date:

[Date box]

Name:

Roy Sparks

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

[Qualification box]

Address:

[Address box]

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.