

**Hermitage Pre-school Playgroup****Registered Charity No: 1031844****Receipts and Payments account for the year ended 31 August 2020**

	2020		2019	
	£	£	£	£
<b>Receipts</b>				
<b>Fees</b>				
Session income/fees	4,187		7,440	
Snacks	401		563	
Subscriptions	148		292	
		4,736		8,295
<b>Grants</b>				
CJRS	5,586		-	
Waitrose	666		-	
Hermitage Parish Council	500		1,475	
West Berks	24,701		36,212	
		31,453		37,687
<b>Donations</b>		1,750		454
<b>Fundraising</b>		2,492		3,563
<b>Interest received</b>		41		38
<b>Total Receipts</b>		40,472		50,037
<b>Payments</b>				
Consumables		554		336
Equipment and repairs		324		312
Fundraising		514		705
HP INK		85		112
Subscriptions		553		487
Training		(9)		250
General expenses		102		298
Insurance		737		731
Mobile phone		-		50
Rent and rates		6,010		10,096
Wages		29,319		31,500
Fee refunds		367		-
<b>Total Payments</b>		38,556		44,877
<b>Net of Receipts/Payments</b>		1,916		5,160
Cash funds brought forward		14,611		9,451
<b>Cash funds carried forward</b>		16,527		14,611

**Hermitage Pre-school Playgroup**

**Registered Charity No: 1031844**

**Statement of assets and liabilities as at 31 August 2020**

	2020		2019	
	£	£	£	£
<b>Assets</b>				
<b>Cash funds</b>				
Cash at Bank				
Deposit Account	9,608		7,759	
Cash in hand	6,893		6,852	
	<u>26</u>		<u>-</u>	
		16,527		14,611
Fees not paid				
		(11)		82
		<u>16,516</u>		<u>14,693</u>
<b>Liabilities</b>				
Pension				
PAYE		(39)		-
				(81)
<b>Net assets</b>				
		<u>16,477</u>		<u>14,612</u>

The trustees declare that they have approved the Receipts and Payments account for the year ended 31 August 2020 and the Statement of assets and liabilities as at 31 August 2020.

Signed on behalf of the trustees:



Name:

Fay Ashwood

Position:

Chair

Date:

05/10/2020



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	01	09	2019		31	08	2020

## Section A Reference and administration details

**Charity name** Hermitage Pre School Playgroup

**Other names charity is known by** Hermitage Pre School

**Registered charity number (if any)** 1031844

**Charity's principal address** Hermitage Village Hall, Pinewood Crescent  
Hermitage  
**Postcode** RG18 9WL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fay Ashwood	Chairperson	Whole year	
2	Keri Watts	Treasurer	Whole year	
3	Lottie Lewis	Secretary	Whole year	
4	Claire Craigie		Whole year	
5	Jo Whitfield-Jones		Appointed Nov 2019	
6	Fiona Sparkes		Appointed Nov 2019	
7	Eleanor Hood		Resigned Jan 2020	
8				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	Pre School Learning Alliance Constitution adopted on 29 <sup>th</sup> January 1981 as amended October 2011
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable organisation
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Volunteer appointed by existing trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To enhance the development and education of children primarily under statutory school age, by encouraging parents to understand and provide for the needs of their children through community groups and by (a) by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups. Ensuring that such groups offer opportunities for all children whatever their race, culture, religion or means of ability. (b) encouraging the student of such needs of such children and their families promoting public interest and recognition of such need in the local area (c) instigating and

adhering to and furthering the aims and objectives of the Pre School Learning Alliance.

Daily activities includes a selection from the following:

Painting and drawing, music, role play, play dough, sand, water, sensory play, small world, home corner house/shop, technology, books, and construction all in line with the statutory guidelines for EYFS.

Children in our care have a designated key person whose responsibility it is to document the learning and monitor the development of the child allocated to them.

Children are encouraged to explore and learn in a safe and welcoming environment.

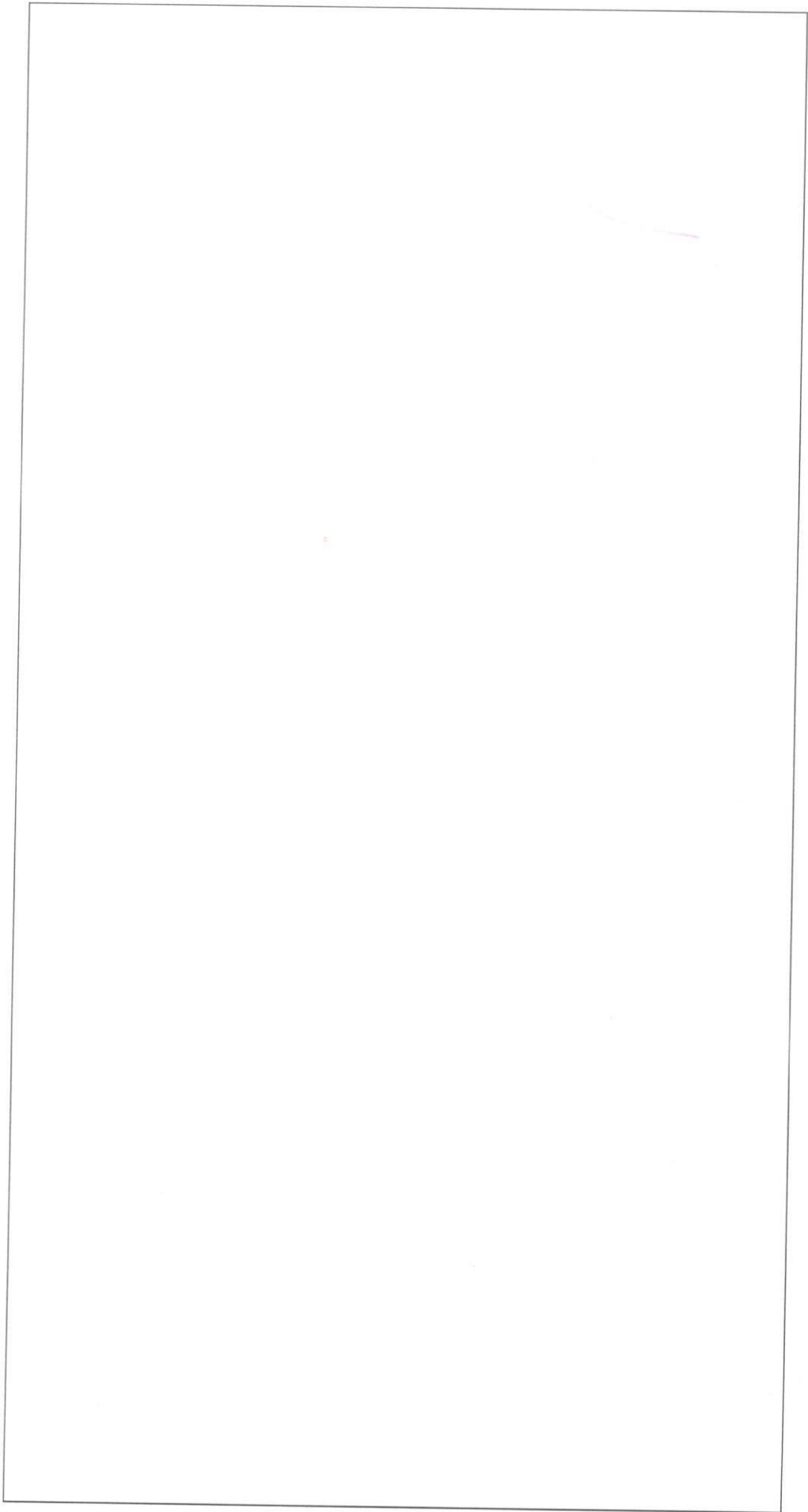
Other specialist events are arranged throughout the year such as visits from a music teacher, emergency crew etc. or walking to the local primary school or church to participate in an activity.

The staff also run several open events through the year where the parents are encouraged to visit and allow the children and staff to demonstrate the activities and achievements.

All staff and committee are subject to enhanced DBS checks and we follow a safe recruitment policy.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**



You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The Pre School continued to develop in line with the EYFS which included the purchase of equipment to facilitate extended learning for children.

The staff are continuously monitored and where available training is undertaken, all our staff are fully first aid trained and undergo intensive safeguarding training.

The Pre School continued to fundraise which is an important element to keeping the Pre School in operation. Unfortunately due to Covid-19 there were several fundraising events including the Easter Egg Hunt that were not able to take place.

The Pre School continued to work on and improve the Good Ofsted inspection result that they achieved last year.

The staff and committee continued to be committed to strive for ongoing improvement.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity has historically maintained a reserve fund to provide contingency against fluctuations in income against expenditure and to safeguard the charity against challenges ahead which include a fluctuation in children attending the setting on a daily basis.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F


## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Fay Ashwood	
Position (eg Secretary, Chair, etc)	Chair	
Date	05/10/2020	