

**HOLY TRINITY PLAYGROUP  
(ASHBY DE LA ZOUCH)  
Charity Commission Annual Return  
September 1<sup>st</sup> 2020 - August 31<sup>st</sup> 2021**

Submitted July 2022  
Mrs S Raphael (Chairperson)  
Mrs H Thomas (Treasurer)  
REGISTERED CHARITY NUMBER 1039542

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# Holy Trinity Playgroup

Financial Activities  
September 2020 - August 2021

	TOTAL
<b>Income</b>	
Childcare Fees	28,234.96
Christmas Fair / Raffle	952.50
EYPP fees	375.24
Fundraising	192.95
Furlough Grant	5,243.19
Interest	8.89
LA Grant fee income	116,140.24
LA Inclusion Funding	1,258.20
Uniform sales	267.04
<b>Total Income</b>	<b>£152,673.21</b>
<b>Cost of Sales</b>	
Activities	472.84
Refreshment / snack	384.99
<b>Total Cost of Sales</b>	<b>£857.83</b>
<b>TOTAL</b>	<b>£151,815.38</b>
<b>Expenditures</b>	
Accounts and bookkeeping	710.00
Advertising/Promotional	172.80
Cleaning / First aid	175.29
Committee/ management expenses	24.30
Computer Costs	47.99
DBS fees	462.40
Dues and Subscriptions	732.88
Equipment - toys and books	1,536.34
Ink	68.36
Insurances	802.02
NEST pensions	1,563.82
Office/General Administrative Expenses	282.10
Party Expenses	183.18
PAYE / NI	3,352.73
Rent or Lease of Buildings	12,378.29
Repair and maintenance	544.94
Staff costs	17.73
Staff Gifts / Outings	626.50
Stationery / Post	116.82
Telephone / internet	483.10
Toiletries	204.43
Training / Courses	671.12
Uniform purchases	1,236.93
Wages	107,625.93
<b>Total Expenditures</b>	<b>£134,020.00</b>
<b>NET OPERATING INCOME</b>	<b>£17,795.38</b>
<b>Other Expenditures</b>	
Co-op Grant	217.68
EYPP spend	469.07
Fundraising Spend	564.74
<b>Total Other Expenditures</b>	<b>£1,251.49</b>
<b>NET OTHER INCOME</b>	<b>£ -1,251.49</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£16,543.89</b>

Holy Trinity Playgroup Year End Accounts - 31st August 2020			
FINANCIAL SUMMARY		Actual £	
FUNDED HOURS		95,384.53	
NON FUNDED HOURS		25,387.20	
TEMPORARY		-	
<b>TOTAL INCOME</b>		<b>120,771.73</b>	
EXPENDITURE		(114,186.74)	
<b>SURPLUS/(DEFICIT)</b>		<b>6,584.99</b>	
FUNDRAISING SUMMARY			
FUNDRAISING		- 209.90	
CO-OP Fund		- 107.94	
SUMMER FAIR		- 28.00	
XMAS FAIR		700.11	
XMAS SHOPPING EVENING		698.16	
TOYS		- 435.25	
		<b>617.18</b>	
2016/17		3,202.54	
2017/18		2,364.58	
2018/19		2,934.00	
2019/20		617.18	
<b>FUNDRAISING Carried Forward</b>		<b>8,501.12</b>	
DETAILED EXPENDITURE ANALYSIS			
	PETTY CASH	BANK ACCOUNT	TOTAL
STAFF COSTS - WAGES	-	- 99,624.59	- 99,624.59
STAFF COSTS - FURLOUGH GRANT	-	6,298.83	6,298.83
STAFF COSTS - TAX/NI	-	2,283.30	- 2,283.30
STAFF COSTS - PAYROLL	-	705.00	- 705.00
STAFF COSTS - PENSION	-	835.44	- 835.44
STATIONERY/PRINTING	- 23.60	- 590.16	- 613.76
INK CARTRIDGES	-	- 221.43	- 221.43
TELEPHONE (LANDLINE/MOBILE)	-	- 294.11	- 294.11
COMPUTER/WEBSITE	-	- 839.73	- 839.73
SUBSCRIPTIONS	-	- 917.64	- 917.64
HALL RENTAL	-	- 9,690.20	- 9,690.20
STAFF TRAINING	- 3.85	- 394.40	- 398.25
STAFF DBS COSTS	-	- 277.80	- 277.80
EYPP/DAF	- 10.00	147.42	137.42
PREMISES	- 56.15	- 108.60	- 164.75
STORAGE	-	-	-
OFFICE COSTS	-	- 847.11	- 847.11
EQUIPMENT	-	- 69.99	- 69.99
HEALTH & SAFETY	- 53.06	- 481.99	- 535.05
TOILETRIES	- 24.14	- 257.12	- 281.26
DAY-TO-DAY ACTIVITIES & CRAFT	- 66.98	- 216.09	- 283.07
SNACKS	- 114.10	- 246.63	- 360.73
STAFF REFRESHMENTS	- 2.36	- 25.63	- 27.99
STAFF - OTHER COSTS	79.20	- 582.23	- 503.03
COMMITTEE COSTS	- 25.00	- 31.20	- 56.20
PETTY CASH	100.00	- 100.00	-
MARKETING	-	-	-
SUNDRY	-	-	-
CHILDRENS PARTIES	6.00	- 75.60	- 69.60
UNIFORM	57.00	- 779.96	- 722.96
SUSPENSE	-	-	-
	(137.04)	(114,049.70)	- 114,186.74
BANK TRANSFERS - INTER ACC		- 55,000.00	

Bank Account Reconciliation	Closing Balance	Opening Balance	Movement	Interest	Transfers	Net
All accounts	31/08/2020	01/09/2019	2019/20			Movement
Current Account (00705451)	27,291.97	72,185.79	-44,893.82	0.00	-55,000.00	10,106.18
Petty Cash	122.49	22.25	100.24	0.00		100.24
Savings Account 1 (01636380)	89,060.78	34,018.76	55,042.02	42.02	55,000.00	42.02
Savings Account 2 (00286157)	0.00	0.00	0.00	0.00		0.00
Savings Account 3 (00222612)	0.00	0.00	0.00	0.00		0.00
	116,475.24	106,226.80	10,248.44	42.02	0.00	10,248.44

## TRUSTEES REPORT – TREASURER 2020/2021

I am pleased to say that we have had a more typical year this year and that despite the challenges that Covid-19 continues to place on us, we have managed to stay on track and keep Holy Trinity Playgroup running without any financial concerns.

Excluding fundraising, which I will cover shortly, our income this year is £152,673.21, which includes Furlough Grant totaling £5243.19, compared to last years' income of £120,771.73.

Our expenses were £136,129.32, compared to last years' expenses of £114,186.74.

This gives a surplus for 2020/21 of £16,543.89. As always, our aim is not to make a profit but to balance the income and expenditure to provide a secure future for the playgroup.

Playgroup has been operating as close to normal as possible over the past year and this has been reflected in the full register and the positive bank balance at the end of the year. This has been helped by the EYFS funding being allocated for the Autumn term based on the previous January census numbers, which ensured that we received maximum funding even if some children had not yet returned to playgroup due to Covid-19 concerns. We also received a further £5243.19 in furlough grant.

In addition to our usual income, we usually have several fundraising opportunities throughout the year. Unfortunately, due to Covid-19 we were unable to do any fundraising during the Spring and Summer terms, however, due to a very successful Christmas raffle, we were able to raise an amazing total of £952.50. We have also received a further £192.95 from additional fundraising such as cash back from Amazon Smile. We always use money raised from fundraising to directly benefit the children in the form of new play equipment, interior and exterior improvements, new technology and new experiences for the children.

We would like to thank the fundraising team (committee and staff) and a HUGE thank you, as always, must go to parents and local supporters who always dig deep to help.

In April the National Living wage rose to £8.91, which was slightly less than we had anticipated. Along with the rise to the staff on that wage, we were also able to implement pay rises across all pay bands, in line with our pay rise proposal agreed last year.

The hourly rate for fees increased from £5 to £5.50, as agreed last year.

We would normally expect to see an increase in hall rent from April 1<sup>st</sup> of each year, however, there has been no increase in 2021. This has further strengthened our financial position as the rent expense has not been as large as anticipated.

Our forecasts for 2020/21 are not looking as favourable as they could. We will need to monitor the income versus expenditure closely to ensure that we are not left in a negative position at the end of the year. We are, however, in the fortunate position that despite the setbacks caused by Covid-19, we do have reserves in the bank, and should we need these to help make this year a success whilst we readjust to life after lockdown (fingers crossed!), we will be able to do that.

We also have a mix of new and tried-and-tested fundraising ventures planned to enable us to raise money for the playgroup without having to rely on the typical Christmas and Summer fairs, which still may not be possible for this coming year.

As always, the full accounts are available to review on request.

This concludes my report.

**Tuesday 12th October 2021**

**MANAGERS REPORT**

Good morning, and thank you for taking the time to join us today. I would just like to give you an overall view of the last 12 months.

We returned in September 2020 with a full capacity of children but with Covid 19 rules in place. This meant that parents were asked to queue outside with social distancing in mind, wear masks and only enter the building a few at a time and exit through the side door. The drop off and collection process took longer as a result but the parents supported the guidance in place. Unfortunately we were again unable to hold our Christmas Fair but did have a raffle to help with fundraising efforts. It was a great success thanks to the support of the committee and we spent the funds on new resources for the playgroup including new scooters. This was followed by Christmas jumper week and a fun filled week of Christmas activities, including Christmas Bingo.

After Christmas another lockdown began but with Early Years being able to open. We took the decision that we would change to drop off and collection being through the side door with no parents entering the building and the children sanitizing their hands. This did result in communication between staff and parents being very difficult even with the option of parents emailing or texting any concerns or queries. With this being said, on a positive note the feedback from parents suggested that this new system resulted in a quicker drop off and the children becoming more independent as there was less time for them to cling to parents. During this time two members of staff were shielding due to being clinically vulnerable which did affect our staffing numbers. All staff covered extra shifts to keep us open but this did mean that we were all exhausted from being stretched to our limits. Some parents did decide to keep their children at home which helped with the ratios but if a staff member was ill or self-isolating that put even more stress on the remainder of the team.

During the spring term we had two staff who contracted Covid and other staff who had to self-isolate due to school protocols around sending children home. After the Easter break one shielding staff member returned which did ease the pressure for staff but more children also came back to the setting.

During the Summer term we unfortunately had two members of staff leave. First Nicola Sterne, our Business Support in April and then Sophie Gardner in May. We advertised both positions but soon discovered that there was a national shortage of Early Years Practitioners and so we had no choice but to ask staff if they would temporarily take on Sophie's hours, which thankfully they did. Our job advertisement for Administrator did have more success and we carried out three interviews and employed Beth Williams who shadowed Nicola for a few weeks before taking on the role of Administrator. She very quickly fitted into the team.

Due to the Covid restrictions we could not hold our Summer Fair, School leavers trip or assembly as usual, but we tried to ensure that all the school leavers and their families had a special last week of term. This included a free childrens tombola, sports day, balloon model to take home and a fun Summer Fair during the session. All of the children and staff really enjoyed the activities and the parents told us how their children talked fondly of the fun they had. This special week is something that we would love to repeat in future years.

Even though it was a challenging year, staff ensured that the children's care and education did not suffer. All areas of the Early Years Foundation stage were covered whilst following a topic led by the children's interests. Firstly Dinosaurs then Under the Sea. We spoke about the different creatures, their size, their habitats, what they eat along with many new facts using a variety of activities. Please take the time to explore our display boards with further information about the topics.

It has been another challenging year for us all but I feel that we have worked extremely hard as a team to ensure that Playgroup has supported our parents and their families through a difficult time. I would also like to thank the Committee for continuing to offer their support throughout by offering much needed advice and guidance.

This concludes my report for this year.

Thank You

Jane Newborough

Manager, Holy Trinity Playgroup



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Holy Trinity Playgroup

On accounts for the year ended

31st August 2021

Charity no (if any)

1039542

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 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.

Signed:

J Hancox

Date:

5/7/22

Name:

Jane Hancox

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

The Institute of Certified Bookkeepers MICB.PM.Dip 394353

Address:

3 Grange Drive Castle Donington Derby DE74 2QU

**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.

[Empty rectangular box for disclosure details]