

ST. CATHERINE'S UNDER FIVES
REGISTERED CHARITY NO. 1051904
ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

**ST. CATHERINE'S UNDER FIVES
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

Objectives

The principal objective of the charity continued to be the provision of under fives childcare.

Officers and trustees

The officers and trustees who held office during the year are as follows:

Mrs J. Browning	Treasurer
Mrs B. Hayes	Chair
Mrs C. Wadley	Secretary
Mrs A. Hopton	
Mrs K Minchin	

The accounts have been drawn up on the receipts and payments basis which is consistent with the previous year.

Approved by the trustees on and signed on their behalf by



Mrs B. Hayes
Chair
Date 16.7.21



Mrs J. Browning
Treasurer
Date 16/7/21

ST. CATHERINE'S UNDER FIVES INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST. CATHERINE'S UNDER FIVES

I report to the trustees on my examination of the accounts of St Catherine's Under Fives (the charity) for the year ended 31st March 2021 which are set out on pages 4 to 5.

Respective and basis of report

As the charity 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 charity'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 2011 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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
- (2) the accounts do not accord with those records.

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.



Nicholas J Bishop, BSc (Hons) FCCA ACA
The Elms,
Painswick Road,
Brockworth,
Gloucester. GL3 4RP

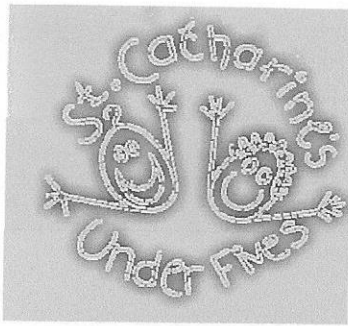
Date 16/7/21

**ST. CATHERINE'S UNDER FIVES
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021**

	31st March 2021		31st March 2020	
	£	£	£	£
Income				
Nursery Education Funding		28,471.09		27,573.08
Children's fees		6,811.70		11,009.35
Grants				
Santander Just Giving		-		349.50
GCC Discretionary Grant		10,000.00		-
GCC Childcare Sufficiency Fund		5,000.00		-
First Aid		-		60.00
Covid-19 Lottery Fund		1,350.00		-
Gloucester Rotary		400.00		500.00
PATA Covid Response Funding		200.00		-
WHSmiths		-		100.00
HMRC CJRS		1,439.55		-
Fundraising		1,639.33		3,807.54
Donations		245.96		325.16
Interest		4.12		18.87
Other receipts		122.31		326.96
		<u>55,684.06</u>		<u>44,070.46</u>
Expenditure				
Employment costs (gross + er's NIC)	37,663.11		38,038.35	
Training costs	79.42		139.40	
Premises (rent, heat etc)	3,915.30		4,324.70	
Subscriptions	150.00		167.00	
Insurance	521.30		458.75	
Administration	614.97		840.23	
Refreshments	180.97		343.99	
Consumables (paint, paper etc)	961.30		1,221.32	
Fundraising costs	249.82		1,240.26	
Other	266.16		525.04	
Purchase of equipment/other assets	1,353.86		520.37	
		<u>45,956.21</u>		<u>47,819.41</u>
Net income/(expenditure) for the year		<u>9,727.85</u>		<u>(3,748.95)</u>

**ST. CATHERINE'S UNDER FIVES
BALANCE SHEET
AS AT 31ST MARCH 2021**

	31st March 2021		31st March 2020	
	£	£	£	£
Current assets				
Current account	17,488.98		7,765.25	
Deposit account	10,072.51		10,068.39	
		<u>27,561.49</u>		<u>17,833.64</u>
Represented by:				
Opening bank balances:				
Current account	7,765.25		13,671.95	
Deposit account	10,068.39		7,910.64	
		<u>17,833.64</u>		<u>21,582.59</u>
Net income/(expenditure) for the year		<u>9,727.85</u>		<u>(3,748.95)</u>
		<u>27,561.49</u>		<u>17,833.64</u>
		-		-



AGM

St Catharines Under Fives

St Catharines Parish Hall

London Road

Gloucester

GL2 0RR

Date 15.9.21

Time 8pm

Present	Bethan Hayes - Chair	Karen Minchin
	Ola Swiatlowska	Tina Gaulton
	Lianne Wilson	Mandy Coombes
	Amy Hopton	Sakun Murugian
	Clare Banbury	Stephanie Tea
	Anita Faulkner	
Apologies	Josie Browning	
	Carley Wadley	

	Agenda item	Action
1	<p>Welcome and apologies</p> <p>Huge welcome to everyone, thank you for giving up your time to come see us, chat to us about Friends of St Catharine's Under Fives and also to our AGM.</p>	BH
2	<p>Minutes from previous meeting</p> <p>Just a reminder anything discussed tonight is private and confidential</p> <p>All have been actioned.</p>	BH
3	<p>Matters Arising.</p> <p>As a not-for-profit charity playgroup, we must always have a committee in place to run. This is made up of volunteers of parents, grandparents, carers, and others. The committee have many responsibilities including hiring the staff, running stay and play, fundraising etc. We must always have at least 5 members in place for the playgroup to remain open. With many of the committee's children moving on to school this year and next, often with this the committee move on. We must always have 3 main roles in place a chair, treasurer, and secretary. Can you spare the time to help at stay and play or maybe you fancy helping with fundraisers? Or do you like social media, maybe you could help with our social media accounts? Maybe you could spare a little time to collect raffle prizes or email places for raffle prizes?</p>	BH

	<p>Maybe you love taking photos and could do the children's photos for us? Maybe you love meeting new people and could help with recruiting new children?</p> <p>Votes of those interested, and second:</p> <p>Steph – put forward by Amy Hopton and 2nd by Karen Minchin Anita has offered to join – must vote this next time</p>	
4	<p>Chair's Report</p> <p>It's been a very hard 18 months with covid throwing everything into a completely different light. Many nurseries and playgroups haven't survived, and we are feeling very lucky to have done. This couldn't not have been done without the amazing commitment of the team, TGs incredible determination with the numbers keeping us going, having to battle furlough, grants and changes in policies thank you so very much. People have worked throughout lockdowns whether its TG all the way through having to work out furlough etc, the team giving voluntary hours or as with other lockdowns childcare remaining open and having to change many parts of how we operate. We also welcomed LW once we were able to reopen and MC certainly had a very different year in which to become Playgroup Leader!</p> <p>We started the financial year in lockdown, playgroup closed, Team furloughed accept Admin who was madly working through how furlough would work and keeping us afloat financially!! Many orders of PPE arriving, no stay and play income as well as loss in fees etc to playgroup. Grants have always been a huge part of our funding and keeping us afloat, but this huge part became even more a huge part of keeping us afloat!</p> <p>Once playgroup opened things altered, children handed over at the door, events not being able to happen and of course how we would manage social distance of adults. Other events happening in a completely different way with masks and social distancing. Teaching the children further about handwashing and circle time changing.</p> <p>Its was a strange year but how special did the team make it for the children! Such amazing memories were made from the pre-schoolers leaving and cinema visit, to St Nicholas gift shop and sports day. The children took part in a sponsored bike ride, went on adventures to various parks and even adventures around the grounds of the church. Thanks to the teams amazing commitment we survived yet more demand's with covid guidelines constantly changing, recruiting new children and the reopening of stay and play. Fundraising had to take on a different tact.</p> <p>We are now in a new phase of Ofsted inspection so can expect this at any time so again with the committee we need to ensure all is up together and also any support for the staff let us know how we can help.</p>	BH
5	<p>Financial report</p> <p>Thank you to everyone's support for this year. It truly has been a roller coaster and a huge stress knowing that enormous amounts of income could have potentially been lost causing the playgroup to close. However, through forecasting and predicting the effects that the last year could have provided at the beginning of the first lockdown, an immense effort and a huge number of voluntary hours were put in to turn the situation around.</p>	TG

	<p>St Catharine's Financial Year runs from April till March and therefore all of this year's finances have been run through the COVID pandemic. Our Finances operate through funding and fees covering wages, payroll costs, rent, insurance and training. Fundraising and grants typically cover equipment, buying craft, cleaning materials etc. In the past year further cutbacks than usual were made on craft supplies, administrative costs, session costs and staff costs to manage the shortfalls. We had to cope with a low birth rate year, increased insurance costs and less children. We helped parents by reducing fees of those not wishing to attend playgroup through the pandemic, which gave the playgroup a loss of thousands in fees. No Stay & Play added to a further drop in income for the year. This on top of a loss in profits of in year 2019-2020 inflicted considerable pressure onto the playgroup as we were unable to do our usual fundraising to cover overheads. Thank you to all those people who spent a lot of time to think outside of the box to raise as much as possible. This has made a great difference.</p> <p>We are grateful for the business decision made last year change our model and sessions. This certainly helped attract more children during a time of great difficulty and going forward this should continue to have a positive effect on growing the playgroup.</p> <p>The turn around point for St Catharine's Under Fives Playgroup this year has been the increased number of grants that have been applied for. A number of funds were offered to help charity organisations and early years settings through the pandemic. St Catharine's Under Fives Playgroup were awarded to help boost the income of the playgroup. The funds have covered the losses made this year and last and enabled the playgroup to build the reserves fund to allow time for the playgroup to recover from the low numbers of enrolment and build up the playgroup once more.</p> <p>We are still putting plans in place to prepare for every eventuality should we have to close our setting again due to another Coronavirus outbreak and hope that no further big surprises are install.</p>	
6	<p>Playgroup Report</p> <p>We faced so many challenges last year with the ever changing covid guidance and regulations, but the staff all wanted to try to make everything as normal as possible for the children. Towards the end of the term, we had to make very difficult decisions whether to go ahead with events such as sports day, the leavers play and presentation and party day. When most schools and settings were choosing not to, we decided to go ahead and we were overwhelmed by how supportive the parents were and we are grateful for all of the positive feedback we received. We are seriously hopeful for a less challenging year and we have all returned re-vitalised from the summer holiday ready to embrace the new academic year.</p> <p>The new Early Years foundation stage framework has now been live for about 2 weeks along with all of the supporting documentation. Put most simply, this is the early years curriculum which we have to deliver to all of the children to embed their learning and promote their development in all areas.</p> <p>The staff take part in regular training to ensure we are equipped to deliver this effectively. However, the subscription to our training provider is due to be renewed soon so we will shortly start fundraising activities to cover the cost of this.</p> <p>We are really proud to say OS has been attending a national training programme to support children's communication and language skills. You will probably have heard in the news that speech problems have increased in children during lockdown and we have been fortunate that OS has been able to share all the latest research with us</p>	AC

	<p>and implemented activities in the setting. OS is continuing on the next level this year and we wish her lots of luck.</p> <p>Looking ahead this year our main challenge is going to be recruiting new children which will become a focus area for committee and staff.</p> <p>Just a final comment for me, I would like to say and enormous thankyou to all the staff, committee and parents who have all been so supportive over the last year. If we can deliver as much this year as we did last year as a team then we will have a phenomenal year.</p>	
7	<p>Stay and Play Report</p> <p>Stay and play of course started at a loss as we were closed! This not only impacts financially in terms of contributing money to playgroup but of course also to intake. We have now opened back up so that people can turn up on the day after just 3 people booked for September after being busy before the summer. This seemed to go down well and we have new people already coming after seeing many move on to school.</p>	BH
8	<p>Safeguarding</p> <p>We need to redo suitability forms</p> <p>Any new DBS to be completed.</p> <p>BH to recheck central record up to date with MC.</p>	BH/AC
9	<p>Fundraising</p> <p>We are creating a "Friends of St Catharine's" group for those that can help maybe at events or other times. We hope this will help will events in the future and any other small things that would support us.</p> <p>We have a list of fundraising events each year and really want to have a fundraising co-ordinator within the Friends of St Catharine's team would anyone be interested in it? The team and I would of course work with them as to how we hold events etc and support in all areas. Some of the events we have done previously and when are</p>	AC/BH
10	<p>Staffing</p> <p>Committee – we need to start chatting to the new parents and inviting them to come along and getting involved.</p>	AC/BH and TG
11	<p>AOB</p> <p>None</p>	BH
12	<p>Date of next meeting</p> <p>To be confirmed</p>	BH/AC