



St Christopher's Playgroup Annual General Meeting 27th September 2023 @ 7.15pm

Annual Report

Closing Balances

Treasurers Account: £64,501.11

Reserve Account: £40,294.85

The past 12 months have been a big learning curve for the committee since last September. When we took over there was next to no committee members and due to this very little passover – we were very much chucked in at the deep end! We hope that we have helped support Karen and the playgroup the best we can, and I feel the committee is in a much stronger position now, I hope the following years only get better.

Here are the key things we would like to shout about as achievements:

- Securing a grant of £1000 from the local parish council which has been used to buy a new laptop for playgroup to use to perform key admin tasks. Also 2 x mobile cloakroom trolleys so children have easier access to their coats etc inside the main hall.
- A successful Christmas fayre in November last year and a number of other fundraisers including a Valentines cake sale, sponsored egg & spoon race and dress up days – raising approx. £1200 which has been used to purchase new equipment for the children to use/ replace the old tablets for staff for updating tapestry.
- Being able to support Karen and the playgroup through the routine OFSTED inspection – resulting in the playgroup receiving a 'Good' grade – weldone to Karen for all the time she puts in outside of hours and to all the staff for making the playgroup run as successfully as it does.
- Giving the staff updated contracts to reflect any updated hours/positions/salaries.
- Arranging an independent playgroup administrator which joined this September and will now be working weekly to support the future committee and playgroup with admin tasks such as staff wages, supplier payments and keeping the accounts up to date.
- Karen now has a business debit card which she can use to purchase items instead of having to use her own money and claim back expenses.

Main challenges the committee has faced:

- The cost of living – there has been a high rise in costs such as national minimum wage pushing up the monthly wages – wages account for approx. 70% of the playgroup's expenditure.
The costs for hall rent has increased by £200 a month from this September.
- Recruiting new committee members – luckily we have had 4 new members join since last September but we will always need more – the constitution states there is a minimum of 5 members required with the positions of chair, secretary and treasurer to be filled.



There are always things to do that will improve the playgroup and enhance the experience for the children who attend. Some things which the committee are working towards are below:

- Applying for a grant from the GCC to be used for an outside canopy to provide shade in the summer during outdoor play/ New outside play equipment such as building blocks and bikes.
- Fundraising so that the play kitchen can be replaced indoors.
- Organising the next main fundraising event of the year – the Christmas Fayre!!!

So that the committee can continue to support the playgroup with the above and carry on improving, we are looking to move into this new academic year with a full committee.

The positions currently filled are:

Chair – Carley Jones

Secretary – Sophie Mecrow (Also OFSTED nominated individual)

Safeguarding lead – Chloe Marks

We will now need the role of treasurer filled and additional members to support.

Finally, I would like to give a shout out to Elina Vikman who joined the playgroup Committee in September 2022 along with myself, then later picked up the position of Chair in January 2023. She has worked hard to get legal requirements with OFSTED up to date, staff contracts and generally being a great support for myself, and the committee over the past 12 months. She is not able to make tonight as her baby is due any moment!



New Volunteers

| Name | Email | Phone |
|-------------|--------------|--------------|
| | | |
| | | |
| | | |
| | | |

Income and expenditure April 2022 to March 2023

Income

| Month | Childrens Fees | Gloucestershire Funding | Deprivation Grant | Other Grants | Parties Outings | Fundraising | Donations | Clothing | Other Income | Bank Interest | Total |
|--------------|------------------|-------------------------|-------------------|--------------|-----------------|-----------------|-----------|--------------|---------------|---------------|-------------------|
| April | 1,489.05 | 1,056.69 | - | - | - | 104.00 | - | - | 250.00 | - | 2,899.74 |
| May | 2,566.55 | 33,187.13 | - | - | - | 24.00 | - | - | 5.00 | - | 35,782.68 |
| June | 3,798.50 | 2,464.61 | - | - | - | 139.40 | - | 2.00 | - | - | 6,404.51 |
| July | 924.50 | 452.57 | - | - | - | - | - | - | - | - | 1,377.07 |
| August | - | 920.42 | - | - | - | - | - | - | - | - | 920.42 |
| September | 3,086.15 | - | - | - | - | 16.69 | - | 1.00 | - | - | 3,103.84 |
| October | 1,969.00 | 27,446.16 | - | - | - | 9.00 | - | 11.00 | - | - | 29,435.16 |
| November | 4,690.56 | - | - | - | - | 1,612.54 | - | 3.00 | - | - | 6,306.10 |
| December | 1,490.50 | 2,430.39 | - | - | - | - | - | - | - | - | 3,920.89 |
| January | 2,985.50 | - | - | - | - | - | - | - | - | - | 2,985.50 |
| February | 2,871.05 | 27,957.21 | - | - | - | 50.00 | - | 9.50 | - | - | 30,887.76 |
| March | 3,795.30 | 2,983.66 | - | - | - | 237.90 | - | 19.90 | - | - | 7,036.76 |
| Total | 29,666.66 | 98,898.84 | - | - | - | 2,193.53 | - | 46.40 | 255.00 | - | 131,060.43 |

Expenditure

| Month | Salary | NI & Tax | PATA | Course | Premises | Admin | Expenses | Perishable/cons umables / sundries | Toys and equipment | Office consumables | Fundraising | Outings & Parties | Insurance | Other | Total |
|--------------|------------------|-----------------|-----------------|---------------|------------------|----------|-----------------|--|-----------------------|--------------------|---------------|-------------------|-----------------|---------------|-------------------|
| April | 5,235.00 | 92.23 | 210.52 | - | 800.00 | - | 154.22 | - | - | 26.97 | 57.00 | - | - | - | 6,575.94 |
| May | 6,097.70 | 95.98 | 50.65 | 170.00 | 1,400.00 | - | 205.85 | 143.88 | 64.96 | 26.97 | - | - | - | - | 8,255.99 |
| June | 6,373.54 | 969.78 | 101.05 | - | 950.00 | - | 86.07 | 358.79 | 223.75 | 26.97 | - | - | - | - | 9,089.95 |
| July | 6,081.00 | 109.89 | 64.80 | 150.00 | 2,850.00 | - | 152.29 | - | 89.98 | 26.97 | - | 100.00 | - | 300.00 | 9,924.93 |
| August | 5,126.87 | 120.07 | 45.65 | - | 950.00 | - | 116.20 | 50.00 | - | 222.12 | - | - | - | 65.00 | 6,565.91 |
| September | 7,033.92 | 106.08 | - | - | 975.00 | - | 164.01 | 50.00 | 1,445.42 | 33.71 | - | - | - | - | 9,808.14 |
| October | 7,283.45 | 516.39 | 111.10 | 160.00 | 1,970.00 | - | 118.92 | 240.91 | 428.37 | 33.71 | - | - | - | - | 10,862.85 |
| November | 7,435.21 | 328.69 | 137.20 | 285.00 | 50.00 | - | 158.87 | 189.11 | 49.12 | 87.59 | 764.32 | - | - | - | 9,485.11 |
| December | 7,074.86 | 545.21 | 56.10 | - | 1,000.00 | - | 86.54 | - | 936.00 | 33.71 | 70.04 | - | - | 213.00 | 10,015.46 |
| January | 7,014.98 | 300.61 | 61.10 | - | 1,000.00 | - | 48.10 | 184.92 | 298.78 | 33.71 | - | - | - | - | 8,942.20 |
| February | 6,925.24 | 663.17 | 61.10 | - | 1,000.00 | - | 228.74 | 135.85 | - | 235.97 | - | - | - | - | 9,250.07 |
| March | 7,496.59 | 306.55 | 256.10 | - | 1,000.00 | - | 135.24 | 155.90 | 276.00 | 59.93 | - | - | 1,170.92 | - | 10,857.23 |
| Total | 79,178.36 | 4,154.65 | 1,155.37 | 765.00 | 13,945.00 | - | 1,655.05 | 1,509.36 | 3,812.38 | 848.33 | 891.36 | 100.00 | 1,170.92 | 448.00 | 109,633.78 |

| | | |
|---|-------------------|-----------------------------|
| Bank starting balance (1st Apr 2022) | 82,326.00 | <i>includes reserve a/c</i> |
| Income | 131,060.43 | |
| Expenditure | 109,633.78 | |
| Transferred to reserve during period | - | |
| Predicted bank balance | 103,752.65 | |
| Bank ending balance (31st Mar 2023) | 63,702.27 | |
| Reserve ending balance (31st March 2023) | 40,126.35 | |
| inc interest | 103,828.62 | |

- 75.97



Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name St Christophers Playgroup (Warden Hill)

On accounts for the year ended March 23 Charity no (if any) 1053824

Set out on pages Income and Expenditure Apr 2022 - Mar 2023

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

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] Date: 22/08/23

Name: William Perry

Relevant professional qualification(s) or body (if any): Chartered Management Accountant

Address: 143 Salisbury Avenue, Cheltenham, GL52 7DQ

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.