



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Woodchester Playgroup

On accounts for the year
ended

31/07/2024

Charity no
(if any)

292714

Set out on pages

7 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 31/07/2024.

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:

K Wilson

Date:

20/05/2025

Name:

Karen Wilson

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

Previously: ICAEW

Address:

29 Gerald's Way, Chalford, Stroud, Gloucestershire GL6 8FJ

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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.

None.

Executive Summary

Woodchester Playgroup For the year ended 31 July 2024

2024

Cash

Cash received	99,405.87
Cash spent	87,468.28
Cash surplus (deficit)	11,937.59
Closing bank balance	90,671.66

Profitability

Income	99,722.73
Direct costs	-
Gross profit (loss)	99,722.73
Other income	-
Expenses	86,045.11
Profit (loss)	13,677.62

Balance Sheet

Debtors	298.50
Creditors	(81.04)
Net assets	92,224.19

Sales

Number of invoices issued	112.00
Average value of invoices	523.22

Performance

Gross profit margin (%)	100.00
Net profit margin (%)	13.72
Return on investment (p.a.) (%)	14.83

Position

Average debtor days	1.10
Average creditor days	-
Short term cash forecast	379.54
Current assets to liabilities	(1,122.53)
Term assets to liabilities	-

Cash Summary

Woodchester Playgroup For the year ended 31 July 2024

	2024	YEARLY AVERAGE (YTD)	VARIANCE
Income			
Accounts Receivable	1.50	-	-
Donations	577.50	-	-
Fees	18,447.25	(52.50)	35,237.62% ↑
Fundraising	1,171.60	-	-
Grants	75,333.65	-	-
Hall Hire	3,300.00	-	-
Other Revenue	180.00	-	-
Registration Fee	210.00	-	-
Stay & Play	255.23	-	-
Total Income	99,476.73	(52.50)	189,579.49 %
Less Expenses			
Accounts Payable	241.25	-	-
Bad Debt Write Off	127.50	-	-
Bookkeeping	3,260.00	(240.00)	1,458.33% ↑
Cleaning	1,255.08	-	-
Consumables	1,352.70	-	-
DBS Checks	62.98	-	-
Gifts	18.37	-	-
Insurance	2,732.97	-	-
Light & Heat	1,189.13	-	-
NIC Payable	3,087.41	-	-
Office Salaries	71,914.74	-	-
Other Staff Costs	383.99	-	-
Pata Payroll	582.40	-	-
PAYE Payable	(7,077.88)	-	-
Pension Contributions - Neste	919.87	-	-
Pensions Control - Neste	(3.00)	-	-
Phone and Broadband	487.38	-	-
Premises	1,679.97	-	-

	2024	YEARLY AVERAGE (YTD)	VARIANCE
Printing, Stationary, Postage	266.26	-	-
Professional Fees	1,870.37	-	-
Refreshments	543.13	-	-
Repairs and Maintenance	769.83	-	-
Subscriptions	701.70	-	-
Total Expenses	86,366.15	(240.00)	36,085.90%
Surplus (Deficit)	13,110.58	187.50	6,892.31%
Plus Other Cash Movements			
Fixed Assets	(1,172.99)	-	-
Total Other Cash Movements	(1,172.99)	-	-
Plus Movements in Equity			
Retained Earnings	-	78,546.57	-100.00% ↓
Total Movements in Equity	-	78,546.57	-100.00%
Net Cash Movement	11,937.59	78,734.07	-84.84%
Summary			
Opening Balance	78,734.07	-	-
Plus Net Cash Movement	11,937.59	78,734.07	-84.84% ↓
Cash Balance	90,671.66	78,734.07	15.16%

Profit and Loss

Woodchester Playgroup For the year ended 31 July 2024

	2024	YEAR TO DATE
Trading Income		
Donations	577.50	577.50
Fees	18,394.75	18,394.75
Fundraising	1,171.60	1,171.60
Grants	75,333.65	75,333.65
Hall Hire	3,300.00	3,300.00
Other Revenue	180.00	180.00
Registration Fee	510.00	510.00
Stay & Play	255.23	255.23
Total Trading Income	99,722.73	99,722.73
Gross Profit	99,722.73	99,722.73
Operating Expenses		
Bad Debt Write Off	127.50	127.50
Bookkeeping	3,020.00	3,020.00
Cleaning	1,255.08	1,255.08
Consumables	1,428.10	1,428.10
DBS Checks	62.98	62.98
Gifts	18.37	18.37
Insurance	2,732.97	2,732.97
Light & Heat	1,189.13	1,189.13
NIC Payable	3,087.41	3,087.41
Office Salaries	71,914.74	71,914.74
Other Staff Costs	383.99	383.99
Pata Payroll	582.40	582.40
PAYE Payable	(7,077.88)	(7,077.88)
Pension Contributions - Neste	919.87	919.87
Pensions Control - Neste	(3.00)	(3.00)
Phone and Broadband	524.52	524.52
Premises	1,679.97	1,679.97
Printing, Stationary, Postage	266.26	266.26
Professional Fees	1,918.04	1,918.04
Refreshments	543.13	543.13
Repairs and Maintenance	769.83	769.83
Subscriptions	701.70	701.70
Total Operating Expenses	86,045.11	86,045.11
Net Profit	13,677.62	13,677.62

Balance Sheet

Woodchester Playgroup As at 31 July 2024

	31 JUL 2024	31 JUL 2023
Assets		
Bank		
09015110138309	90,476.86	78,664.94
Petty Cash	194.80	69.13
Total Bank	90,671.66	78,734.07
Current Assets		
Accounts Receivable	298.50	52.50
Total Current Assets	298.50	52.50
Fixed Assets		
Computer Equipment	1,172.99	-
Total Fixed Assets	1,172.99	-
Total Assets	92,143.15	78,786.57
Liabilities		
Current Liabilities		
Accounts Payable	(81.04)	240.00
Total Current Liabilities	(81.04)	240.00
Total Liabilities	(81.04)	240.00
Net Assets	92,224.19	78,546.57
Equity		
Current Year Earnings	13,677.62	-
Retained Earnings	78,546.57	78,546.57
Total Equity	92,224.19	78,546.57

Aged Receivables Summary

Woodchester Playgroup

As at 31 July 2024

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Alfia Wilkins	-	-	(1.50)	-	-	-	(1.50)
Alice Gillingham	30.00	-	-	-	-	-	30.00
Amos Walker-Tims	30.00	-	-	-	-	-	30.00
Bo Pietrantonio	30.00	-	-	-	-	-	30.00
Elodie Walker	30.00	-	-	-	-	-	30.00
Elsie Wood	30.00	-	-	-	-	-	30.00
River Evans-Thirlwell	30.00	-	-	-	-	-	30.00
Romy Boswell	30.00	-	-	-	-	-	30.00
Rupert Dowden	30.00	-	-	-	-	-	30.00
Seth Brigstocke	30.00	-	-	-	-	-	30.00
Vidar Bei	30.00	-	-	-	-	-	30.00
Total	300.00	-	(1.50)	-	-	-	298.50
Percentage of total	100.50%	-	-0.50%	-	-	-	100.00%

Aged Payables Summary

Woodchester Playgroup

As at 31 July 2024

Ageing by due date

CONTACT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables						
Avensure Limited	47.67	-	-	-	-	47.67
Early Years Resources	75.40	-	-	-	-	75.40
Edf Electricity & Gas	(68.81)	-	-	(94.00)	(78.44)	(241.25)
XLN - Daisy Communications	37.14	-	-	-	-	37.14
Total Aged Payables	91.40	-	-	(94.00)	(78.44)	(81.04)
Total	91.40	-	-	(94.00)	(78.44)	(81.04)
Percentage of total	-112.78%	-	-	115.99%	96.79%	100.00%



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	01	08	2023		31	07	2024

Section A Reference and administration details

Charity name Woodchester Playgroup

Other names charity is known by

Registered charity number (if any) 292714

Charity's principal address

Church Road	
North Woodchester	
Stroud	
Postcode	GL5 5PD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for a whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachel Jane Lee	Chair	01.10.20 - Present	
2	Erin Windless	Treasurer	28.05.2022 – Present	
3	Will Humphries	Secretary	02.10.2024 - Present	
4	Alex Wheeler	Member	02.10.202 - Present	
5	Megan Boswell	Member	02.10.2024 - Present	
6	Bethan Samuel	Member	02.10.2024 - Present	
7	Steve Williams	Member	02.10.2023 – Present	
8	Jo Hindle	Member	02.10.2024 - Present	
9	Joana Esteves	Member	02.10.2024 - Present	
10	Sam Hart	Secretary	02.10.2022 – 02.10.2024	
11	Emily Birch	Member	25.11.21 – 02.10.2024	
13	Menna Jenkins	Member	02.10.2022 – 02.03.2024	

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 <small>(eg. trust deed, constitution)</small>	Constitution adopted 17 April 1985 as amended 9 November 2000, 10 June 2008 and October 2019
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	The Trustees are elected at the annual AGM

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.

	<p>Woodchester Playgroup is a member of PATA, a membership organisation with member groups drawn from the childcare sector in Gloucestershire.</p> <p>The Committee Handbook is annually reviewed to enable a complete handover of information and an in-depth introduction to the roles and responsibilities of the Committee.</p> <p>PATA Training is also made available for members to undertake throughout the year.</p>
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Section C Objectives and activities

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

	<p>To enhance the development, care and education of children primarily under statutory school age and children and young people of school age by encouraging parents to understand and provide for the needs of their children through community (voluntarily managed) groups and by</p> <p>(a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and become involved in such groups' activities, ensuring that such groups offer opportunities for all children, whatever their race, culture, religion, means or ability.</p> <p>(b) encouraging the study of such needs of such children and their families and promoting public interest in and recognition of such needs in the local area.</p> <p>(c) instigating and adhering to and furthering the aim of PATA.</p>
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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)

Preschool children between the ages of 2 years, 9 months and 4 years can learn through play at the playgroup. The playgroup helps children learn essential communication, problem-solving, and social interaction skills. It also allows children to make friends and develop a sense of community. It provides parents with a safe and supportive environment for their children to learn and grow.

Playgroup sessions are held five days a week during term time in Woodchester and the surrounding villages.

All decisions are made with due regard to the guidelines on public benefit. Furthermore, these sessions are designed to positively impact the local community, fostering a safe and supportive environment for families.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Over the past year, despite the challenges faced by many playgroups across the country, we have continued to provide a safe, fun, and enriching environment for children and their families. Our weekly sessions have remained a source of comfort and learning. The playgroup has continued to foster an environment where children can explore, socialise, and develop essential early childhood skills.

One of the highlights of my term has been seeing our playgroup grow in numbers. This year, we welcomed 20 new families and we do hold a awaiting list of families waiting to join. It has been heartening to see so many new faces and to witness the relationships that form, not just among the children, but also among parents and caregivers.

Our toddler group continues to be held in the school holidays, and the sessions continue to be an excellent success and very popular.

Section E

Financial review

Brief statement of the charity's policy on reserves

£30,000 (a term's running costs) is reserved to cover any significant unforeseen costs. This amount would comfortably cover statutory redundancy payments for all staff.

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.

The bank balance at the yearend was comfortably more than the required reserves. Detailed cash flow forecasts are maintained, and we are confident that the playgroup remains sustainable going forwards.

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)	Rachel Lee	Erin Windless
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 21/05/2025

Playgroup Chair Report for the Annual General Meeting

Date: 1st October 2024

Location: Woodchester Playgroup

As I sit to write my final report as Chairperson, it's hard to believe that four years have passed since I first took on this role. It has been an incredible journey, full of learning, growth, and countless moments of joy shared with all of you. Today, I am both proud and humbled to present my final report to you at this AGM.

Highlights of the Past Year

1. Playgroup Activities and Programs

Over the past year, despite the challenges faced by many playgroups across the country, we have continued to provide a safe, fun, and enriching environment for children and their families. Our weekly sessions have remained a source of comfort and learning. The playgroup has continued to foster an environment where children can explore, socialise, and develop essential early childhood skills.

2. Growth in Membership

One of the highlights of my term has been seeing our playgroup grow in numbers. This year, we welcomed 20 new families and we do hold a awaiting list of families waiting to join. It has been heartening to see so many new faces and to witness the relationships that form, not just among the children, but also among parents and caregivers.

3. Staff Support and Committee Dedication

I am deeply grateful for the hard work and dedication of the staff and committee members. The time and energy they have invested have been instrumental in the success of the playgroup. From organising events to managing the logistics of our sessions, the contributions of each member have been invaluable. Without your efforts, none of this would have been possible.

Challenges Faced

Like any organisation, we have faced challenges. Ensuring sufficient funding and managing the administrative load has required patience and collaboration. However, I am proud of how we have navigated these hurdles with resilience and determination. Looking ahead, one of the significant challenges our playgroup will face is the changing landscape of funding for early years childcare. As government policies and funding allocations shift, many playgroups and early childhood programs, including ours, may find it harder. Reduced financial support could impact everything from staffing to the materials and activities we offer. It is essential that we remain proactive, exploring alternative funding streams, fundraising initiatives, and strengthening community partnerships to ensure the sustainability of our playgroup. Navigating these changes will require creativity, advocacy, and continued collaboration from everyone involved.

Looking Forward

As I step down from the position of Chairperson, I am confident that the future of this playgroup is bright. I have no doubt that the incoming committee and leadership will continue to nurture and grow this incredible setting. My hope is that the values of inclusiveness, play-based learning, and parental support will remain at the heart of everything the playgroup does.

While my term may be ending, I will continue to support the playgroup in whatever way I can. It has been an honour and a privilege to serve in this role, and I will always cherish the memories and friendships formed here.

Closing Remarks

In closing, I would like to extend my deepest gratitude to all the staff, committee members and parents for your trust, support, and friendship over the past four years. Whether you were a parent attending your first session, a volunteer lending a hand, or a fellow committee member working behind the scenes, you have all played a part in making this playgroup the thriving, supportive setting it is today.

Thank you for giving me the opportunity to serve as Chairperson. I look forward to seeing how the playgroup continues to flourish in the years to come.

Rachel Lee

Chairperson, Woodchester Playgroup

Term of Service: 2019 - 2024

***Term extended by 1yr during meeting, due to no volunteers for Chair Role**

Woodchester Playgroup - Treasurer's Report 2023/24

The accounts to 31 July 2024 are currently being finalised and will be examined by an independent accountant after the AGM.

The bank balance as at 31 July 2024 was £90,566 (2023: £78,665).

Draft annual income 2024: £99,290 (2023: £99,296)

Draft annual expenses 2024: £84,564.90 (2023: £100,885)

Draft profit of £14,725.99 (2023: £1,589 loss)

Based on a revised reserve fund of £30,000, to reflect staff changes in the year and inflationary increase to running costs, available funds at 31 July 2024 we're healthy at £60,665.

The rising rate environment provides opportunity for reserves to be held in an interest earning savings account.

Reserves were held for a term's running costs plus estimated redundancy costs are held in reserve to cover any unforeseen costs or events. It is important that required reserves are recalculated regularly as the amount will increase as running costs increase and as staff lengths of service increase. Reserves will be reviewed again in due course and will need to account for the impact of new 30 hours childcare allowance.

Given the age and condition of the playgroup building, before any significant one-off expenditure is considered, a detailed building survey should be undertaken, to ensure that sufficient funds are retained to cover any building works that may be required in the short-to medium term. This is essential to safeguard the future of the playgroup.

Income:

Income remained flat year on year.

Grant income decreased slightly from £79,242 to £75,333. Grant income varies year on year dependent on the proportion of children eligible for funding compared to those paying fees and we expect this to make up a greater proportion of income when 30 free hours is fully rolled out.

Fee income increased this year from £13,091 to £18,394 although this is reflective of age mix and free hours funding entitlement.

The Playgroup also benefited from over £527 of donations this year and £969 was raised through fundraising, with our fun run being a great success.

Income from hall hire this year was £3,300 vs £2,860 last year as Woodpeckers use the playgroup for after school club.

Costs:

Employment costs increased this year by £9,205. At £71,914 (2023: £62,709) employment costs make up the vast majority of the playgroup's running costs. This is to be expected in an early years setting where appropriately qualified and experienced staff are key to the stated objectives of development, care and education of children. Staff wages are benchmarked using data provided by PATA and the committee is comfortable that the hourly rates are appropriate.

The main expenditure of note this year was £1018 for Playgroup Leader and Playgroup Treasurer Laptops.

If you'd like more details or to see copies of the accounts, I would be happy to provide you with them.