



# Tweseldown Playgroup

Trustees' Annual Report for the period: 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020

## Reference and administration details

Charity name: Tweseldown Playgroup  
Registered charity number: 294330  
Charity's principal address: Abercorn Hall  
Aldershot Road  
Church Crookham  
Fleet  
Hampshire GU52 8LE

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

Name:	Date of Appointment:	Office (if any):
Gemma Morris	3 <sup>rd</sup> October 2019	Chair
Louise Stibbs	3 <sup>rd</sup> October 2019	Secretary
Charlotte Wilkinson	3 <sup>rd</sup> October 2019	Treasurer
Laura Rakitzis	3 <sup>rd</sup> October 2019	
Andrea Hutchison	3 <sup>rd</sup> October 2019	
Stephanie Owen	3 <sup>rd</sup> October 2019	
Penelope Beven	3 <sup>rd</sup> October 2019	

## Structure governance and management

### Description of the charity's trusts.

Type of governing document

Constitution adopted 28<sup>th</sup> September 2015.

How the charity is constituted

Management committee consisting of up to 15 members.

Trustee selection methods

Trustees are appointed or reappointed annually at the AGM, normally held in September.

## Objectives and activities

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

The aims of the Pre-school are 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) 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, means or ability; (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

### **Summary of the main activities undertaken for the public benefit in relation to these objects.**

When planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit.

The focus of our activities remains to offer a warm and welcoming environment to children and parents where children are valued as individuals regardless of their race, culture, religion, means or ability.

We follow a play based curriculum where children have the opportunity to develop personally, socially and emotionally. We supply education with regard to the Early Years Foundation Stage and Every Child Matters in preparation for school and beyond. We aim for parents, committee and staff to work together for the benefit of the children in our care and their families. We pride ourselves on our warm and nurturing environment which gives a great start to children from all walks of life as they ultimately move on to school.

With regards to the benefit of the wider public we often hold fundraising events, not just for the children and families of Playgroup, but we also participate in events such as Children in Need, and Save the Children.

## **Achievements and performance**

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

During the Autumn term in 2019 and very early 2020 we were able to run our usual fundraisers including the Christmas Fair and Valentines Disco. We also managed to complete many events and activities to give back to the families including taking the older children to Rushmoor Gym and hosting our Firepit evening. Lots of other keepsakes and smaller activities took place around Christmas.

As news of COVID reached the committee we quickly took action to protect the preschool and its families as best we could. The first of many risk management plans was completed in early March prior to the national lockdown. We put together a policy for children attending, along with a policy for the staff. The committee took the decision to keep staff on their full pay for almost all of the rest of the academic year. The staff are the heart of preschool and we wanted to do what we could to support them. We still received our funding grant from Hampshire County Council so this was used to cover the majority of staff salary and bills. The deficit was covered by placing a single member of staff on furlough.

During the national lockdown playgroup closed but the staff supported families with remote learning opportunities and weekly zoom story telling sessions. Come June we were able to open up again for those families in need. The needs were then prioritised and assessed in line with the government guidelines. A new comprehensive risk assessment was conducted and reviewed by committee and staff alike and changes put in place within the setting to ensure safety.

Over the course of the summer break we undertook another risk assessment with fresh feedback from the staff who had been working to ensure we are doing everything we can for staff, children and parents wellbeing. Those changes were shared with Parents via our COVID Procedures document to outline expectations and protocols for everyone involved in playgroup.

## Finance review

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

As at 31<sup>st</sup> August 2020 we hold cash at bank of £78,348, all of which is unrestricted funds. £40,215 of these funds are held in a separate account for emergencies, to cover roughly three months of running costs, including staff salaries/redundancies. This contingency fund was agreed several years ago when playgroup suffered a devastating fire in the empty building and we had to close for several months, and then had to relocate. The preschool receives government grant funding every three to four months (free childcare entitlements), and so some of the remaining balance of £38,133 is also needed to cover the running costs for the periods in between grant funding payments. The remaining balance will generally be used towards improvements and new equipment for the coming year, in an unprecedented year there have and will be ongoing costs associated with the COVID-19 situation and reserves will be needed for direct impacts of this and to balance the loss of fundraised monies and fees income in 2019-2020

Details of any funds materially in deficit

Not applicable

## Declaration

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

Signed on behalf of the charity's trustees:

Signature

*Gemma Morris*

Full name

Gemma Morris

Position

Chair Person

Date

1 April 2021

# Tweseldown Playgroup

Registered Charity No 294330

## Receipts and Payments Account for the year ended 31 August 2020

	2020			2019
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
<b>Receipts</b>				
Fees/Grant from HCC		112,758	112,758	115,755
Registrations		575	575	607
Toddler Sessions Holiday Club		156	156	147
Milk Refund		43	43	125
Fundraising		1,842	1,842	5,060
Photo Sales/Commissions		270	270	208
Donations		170	170	2,140
Uniform		667	667	751
Xmas Party/Quiz		465	465	85
Outings		0	0	338
Disco		639	639	296
Other		367	367	376
Snack Payments	795		795	
Coronavirus Job Retention Scheme Grant	1,763		1,763	
<b>Total Receipts</b>	<b>2,558</b>	<b>117,952</b>	<b>120,510</b>	<b>125,888</b>
<b>Payments</b>				
<u>Direct Charitable Expenditure</u>				
Gross Wages & NI		88,955	88,955	89,212
Pensions		2,922	2,922	724
Coronavirus Job Retention Scheme: Salary Costs	1,763		1,763	
Rent		11,430	11,430	11,190
Insurance / Reg / Inspections		1,298	1,298	1,283
Milk / Refreshments	795	143	938	1,278
Consumables		1,833	1,833	1,988
Computer Equipment		1,037	1,037	782
Equipment		3,852	3,852	5,356
Administration		223	223	236
Stationery & Postage		207	207	622
Telephone & Broadband		344	344	353
Training		691	691	670
	2,558	112,935	115,493	113,694
<u>Fundraising Expenditure</u>				
Fundraising Expenditure		1,074	1,074	1,759
		1,074	1,074	1,759
<u>Other Expenditure</u>				
Outing		530	530	1,185
Disco		197	197	97
Xmas Party/Quiz		348	348	110
Uniform		1,333	1,333	566
Leaving / Thanks		251	251	546
Building / Outside Area		2,278	2,278	2,941
Sundry		420	420	360
COVID-19 Specific Costs		370	370	-
		5,727	5,727	5,805
<b>Total Payments</b>	<b>2,558</b>	<b>119,736</b>	<b>122,294</b>	<b>121,258</b>
<u>Net of receipts/(payments)</u>	0	-1,784	-1,784	4,630
Net cash funds last year		78,653	78,653	74,023
Net cash funds this year end		76,869	76,869	78,653

# Tweseldown Playgroup

Registered Charity No 294330

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

2020

2019

### Cash Funds

Details	£	£
Bank Account (Current)	38,133	40,214
Bank Account (Contingency Fund)	40,215	40,148
Cash in Hand (Float)	20	20
	<b>78,368</b>	<b>80,382</b>

### Assets Retained for the Charity's Own Use

Details	£	£
TruLawn Outside Surface	6,534	6,534
Playground Surface	4,764	4,764
Wet Play Area	3,014	3,014
Outside Canopy	17,416	17,416
Large Bench Seat	531	531
iPod	50	50
Sony Cybershot W830 Camera	100	100
Sony Cybershot W830 Camera	90	90
Roller Blinds	157	157
Mid Level Shelving Unit	354	354
Cupboard w/24 Shallow Trays	480	480
iPad wi-fi 32GB Silver	319	319
Apple Pencil - zml	89	89
Fridge - Indesit TFAA10.1	159	159
Bose Bluetooth Speaker	240	240
Sony Cybershot W830 camera	90	90
Nexus Sound & Light Set x 2	120	120
Karcher Steam Cleaner	148	
Henry Xtra Bagged Vacuum	140	
Urban Noise Maker	300	
Stage One Remote Control Cat	118	
Nexus - LED Light Box	239	
Cosy - Umbu Group Arch (Indoor)	222	
Asus M509DA Full HD IPS Ryzen 3	403	
	<b>36,077</b>	<b>34,507</b>

### Other Assets

Details	£	£
Uniform Stock	1,210	1,212
	<b>1,210</b>	<b>1,212</b>

### Liabilities

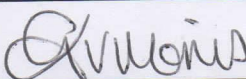
Details	£	£
Confirmations paid	1,500	1,750
	<b>1,500</b>	<b>1,750</b>

Signed by two trustees on behalf of all trustees


Signature

Print Name

Date



G. MORRIS 11/4/21



S. OWEN 23/4/21

**Independent Examiner's Report  
to the Trustees of Tweseldown Playgroup**

I report to the trustees on my examination of the accounts of Tweseldown Playgroup for the year ended 31 August 2020.

**Responsibilities and basis of report**

As the charity trustees of Tweseldown Playgroup, 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 accounts of Tweseldown Playgroup 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of Tweseldown Playgroup as required by section 130 of the Charities 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 this report in order to enable a proper understanding of the accounts to be reached.



S J Wright FCA DChA  
3 Haig Lane  
Church Crookham  
Fleet  
Hampshire GU52 8UN

*23rd April 2021*