

# Tweseldown Playgroup

**Trustees' Annual Report for the period: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

## 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	21 <sup>st</sup> October 2020	Chair
Stephanie Owen	21 <sup>st</sup> October 2020	Secretary
Carly James	21 <sup>st</sup> October 2020	Treasurer
Laura Rakitzis	21 <sup>st</sup> October 2020	
Andrea Hutchison	21 <sup>st</sup> October 2020	
Anna Jackson	21 <sup>st</sup> October 2020	
Amy Alonso	21 <sup>st</sup> October 2020	
Adam Gardner	21 <sup>st</sup> October 2020	
Helen Creed	21 <sup>st</sup> October 2020	
Rachel Day	21 <sup>st</sup> October 2020	
Eleanor Mann	21 <sup>st</sup> October 2020	
Penelope Beven	21 <sup>st</sup> October 2020	

## 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 2020 Playgroup was open to all for the start. We were able to run most of our usual fundraisers including the Christmas pottery for the children and a Christmas party (with Covid measures in place). We were unfortunately unable to hold a Christmas fair but we were able to hold a virtual raffle which was a good fundraiser. Unfortunately, due to covid restrictions we were not able to run our usual trip to Rushmoor Gym or hold our Firepit evening.

After Christmas and into the Spring Term, Playgroup had to close once again due to COVID. As a committee and staff, we ran virtual story time sessions once a week so all children could access that provision. We also re uploaded the home learning suggestions on social media and carried on with communications with everyone at home to engage them. The deputy manager was put on furlough and all other members of staff were put on 80% pay. We remained open for children of key workers and vulnerable families to attend. The staff are the heart of the preschool and we wanted to do what we could to support them. We reopened for all in line with local and national guidelines in March. We put some money towards LFTs for all staff as this was before they were free to all. We also conducted a pay review for all staff to ensure that their salaries were in line with local and national standards. We

still received our funding grant from Hampshire County Council so this was used to cover the majority of staff salaries and bills.

The summer term was relatively normal for the children and we were able to offer the farm trip, school photos and end of term party for the children. Unfortunately, we were not able to hold a summer fair fundraiser due to restrictions of gatherings but we did hold a virtual raffle. We applied and won a grant from Church Crookham Parish Council to the sum of ten thousand pounds. This grant was to develop part of our woodland area and included a large slide and climbing wall to develop gross motor skills. The term largely focussed on hiring a new manager. Which we did so successfully and performed a lengthy handover, which the ex-manager did voluntarily. There were some costs incurred to hold a small retirement party for Penny Beven who has been the heart of Tweseldown Playgroup since it opened.

## Finance review

**Brief statement of the charity's policy on reserves.** As at 31<sup>st</sup> August 2021 we hold cash at bank of £62,925, £62,812 of which is unrestricted funds. £40,219 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 £22,686 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, there have been, and will be, ongoing costs associated with the COVID-19 situation as well as changes that are being made to the playgroup environment as a result of new management. We will also need to pay the balance on our new slide for the woodland area.

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

A Alonso

Full name

AMY LOUISE ALONSO

Position

Committee Chair

Date

12.05.22

# Tweseldown Playgroup

Registered Charity No 294330

Receipts and Payments Account for the year ended 31 August 2021

	2021			2020
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
<b>Receipts</b>				
Fees/Grant from HCC		107,877	107,877	112,758
Registrations		360	360	575
Toddler Sessions Holiday Club			0	156
Milk Refund			0	43
Fundraising		2,066	2,066	1,842
Photo Sales/Commissions		242	242	270
Donations	10,000		10,000	170
Uniform		472	472	667
Xmas Party/Quiz		97	97	465
Outings			0	0
Disco			0	639
Other		304	304	367
Snack Donations		30	30	795
Coronavirus Job Retention Scheme Grant		1,321	1,321	1,763
Food Voucher Scheme	741		741	
<b>Total Receipts</b>	<b>10,741</b>	<b>112,769</b>	<b>123,510</b>	<b>120,510</b>
<b>Payments</b>				
<u>Direct Charitable Expenditure</u>				
Gross Wages & NI		95,462	95,462	88,955
Pensions		3,708	3,708	2,922
Coronavirus Job Retention Scheme: Salary Costs		1,321	1,321	1,763
Rent		9,525	9,525	11,430
Insurance / Reg / Inspections		1,210	1,210	1,298
Milk / Refreshments		201	201	938
Consumables		2,401	2,401	1,833
Computer Equipment		1,296	1,296	1,037
Equipment		1,764	1,764	3,852
Administration		433	433	223
Stationery & Postage		199	199	207
Telephone & Broadband		395	395	344
Training		925	925	691
Food Voucher Scheme			0	
	0	118,840	118,840	115,493
<u>Fundraising Expenditure</u>				
Fundraising Expenditure		1,055	1,055	1,074
Equipment Purchases from Fundraising Money		1,031	1,031	
Equipment Purchases from Donations	9,953		9,953	
	9,953	2,086	12,039	1,074
<u>Other Expenditure</u>				
Outing		495	495	530
Disco			0	197
Xmas Party/Quiz		130	130	348
Uniform		595	595	1,333
Leaving / Thanks		679	679	251
Building / Outside Area		1,783	1,783	2,278
Sundry		495	495	420
Food Voucher Scheme	675		675	-
COVID-19 Specific Costs		4,323	4,323	370
Refund of Emergency Closure Costs in 2017/2018		-2,000	-2,000	
	675	6,500	7,175	5,727
<b>Total Payments</b>	<b>10,628</b>	<b>127,426</b>	<b>138,054</b>	<b>122,294</b>
<u>Net of receipts/(payments)</u>	113	-14,657	-14,544	-1,784
Net cash funds last year		76,869	76,869	78,653
Net cash funds this year end	113	62,212	62,325	76,869

# Tweseldown Playgroup

Registered Charity No 294330

Statement of assets and liabilities as at 31 August 2021

	2021	2020
<b>Cash Funds</b>		
Details	£	£
Bank Account (Current)	22,686	38,133
Bank Account (Contingency Fund)	40,219	40,215
Cash in Hand (Float)	20	20
	62,925	78,368


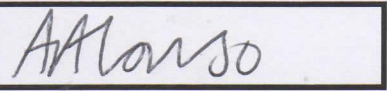
**Assets Retained for the Charity's Own Use**

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
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	148
Henry Xtra Bagged Vacuum	140	140
Urban Noise Maker	300	300
Stage One Remote Control Cat	118	118
Nexus - LED Light Box	239	239
Cosy - Umbu Group Arch (Indoor)	222	222
Asus M509DA Full HD IPS Ryzen 3	403	403
Changeable Shelving Sheds - Cosy	464	
The Rover (trolley) + trays - The W	295	
Kindle Fire HD 8 Kids Edition Table	85	
Sony Cybershot W830 camera	145	
Copier Kyocera M 5526	571	
	37,547	35,987

Details	£	£
<b>Other Assets</b>		
Uniform Stock	1,264	1,210
	1,264	1,210

Details	£	£
<b>Liabilities</b>		
Confirmations paid	600	1,500
	600	1,500

Signed by two trustees on behalf of all trustees

Signature	Print Name	Date
	STEPHANIE OWEN	12/05/2022
	AMY ALONSO	12/05/2022

**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 2021.

**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*

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

*12 May 2022*