



# Trustees' Annual Report for the period

<b>From</b>	<b>Period start date</b>			<b>To</b>	<b>Period end date</b>		
	Day 01	Month JUNE	Year 2019		Day 31	Month MAY	Year 2020

## Section A

## Reference and administration details

**Charity name** WHITESHILL PRE-SCHOOL PLAYGROUP

**Other names charity is known by**

**Registered charity number (if any)** 900321

**Charity's principal address** The Scout Hut, Playing Fields, Lower Street,  
Whiteshill, Stroud, Gloucestershire

**Postcode** GL6 6AN

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lisa Harris	Chair		
2	Jo Wills	Treasurer		
3	Angela Smith	Vice Treasurer		
4	Nickie Webster	Secretary		
5				
6				
7				
8				

### 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)

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Committee
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM meeting

### 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.

## Section C

## Objectives and activities

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

- Provide premises, equipment and employ staff to run a successful playgroup
- Raise money to pay for group activities
- Make payments on time
- Fix the amount charged and collect fees payable for children attending the playgroup
- Control the admission of children
- Take actions that may benefit the playgroup

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)

In managing the playgroup throughout the year we have kept in mind the Charity Commission's guidance on public benefit.

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**

- Run a successful playgroup for the local community
- Working in partnership with the primary school
- Successful fundraising throughout the year to provide trips and equipment
- Use of the premises and rent helps support the future for the Whiteshill Guide & Scout Supporters Association
- Recoup losses from the previous year and implement better financial planning and monitoring
- Manage the Playgroup through the Covid-19 pandemic

## Section E

### Financial review

**Brief statement of the charity's policy on reserves**

Following a significant loss of £13,666 in the 2018/19 financial year the committee formulated a clear financial plan for 2019/20.

A number of measures were undertaken:

- Formal budget set and regularly reviewed
- Cost cutting including reducing non-core staffing hours
- Regular scrutiny of the number of sessions sold each week and clear understanding of break even point
- Faster invoicing and chasing late payments
- Generating more income by introduction of a Thursday afternoon session making 6 sessions per week, offering early starts (half an hour earlier drop off at 8.30) and a late pick up for morning sessions (1 hour later ie 13.00 rather than 12.00)

The end of the financial year was affected by Covid 19 with the Playgroup closed during the last two months of the year. However our local authority income was maintained and we were able to use the furlough scheme to cover a small percentage of our staff costs (related to private fee income loss).

These overall measures were a success with the Playgroup recording a surplus of £14,251 which more than covered last year's losses.

The current account balance at the end of the year was £33,423, up from £19,180 at the same time the year before.

At the end of the financial year the Deposit Account held £17,596 the same as the year before interest. Our aim is to maintain between £15,000 and £20,000 to meet any unforeseen expenditure or a reduction in income through lower attendance and bad debts.

**Details of any funds materially in deficit**

N/A

**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 vast majority of our income is through entrance fees, most of which is funded by Gloucestershire County Council. The remainder is through fund raising activities, grants and other support.

**Section F**

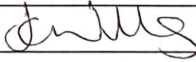

**Other optional information**

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jo Wills	Lisa Harris
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	31 December 2020	











Section A Independent Examiner's Report

Report to the trustees/ members of

WHITESHILL PRE-SCHOOL PLAYGROUP

On accounts for the year ended

2019-2020

Charity no (if any)

900321

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2020.

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 (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Russell Vale

Date:

30th December 2020

Name:

RUSSELL VALE

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

[Signature]

Address:

ENGLEBERG, LOWER STREET, RUSCOMBE, STROUD, GLOS GL6 6BU

**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.**

I am confident that the accounts are accurate. It was very encouraging that the recovery plan put in place following the losses of 2018/19 FY was successful.