



Trustees' Annual Report for the period

Period start date				Period end date		
From	01	09	2019	To	31	08 2020

Section A Reference and administration details

Charity name

CHAPEL LANE PLAYGROUP

Other names charity is known by

CHAPEL LANE PRE-SCHOOL

Registered charity number (if any)

1017668

Charity's principal address

THE PAVILION

CLARES GREEN ROAD

SPENCERS WOOD

Postcode

RG7 1DY

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	E.KEENAN	CHAIR		
2	E. SMITH	TREASURER		
3	E. MACKENZIE	SECRETARY		
4	T.BRIND			
5	E. FOTHERGILL			
6	L. SOMERVILLE			
7	S. WARD			
8				
9				
10				
11				
12				
13				
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15				
16				
17				
18				
19				
20				

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 (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS

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.

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Section C Objectives and activities

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

PROVISION OF PRE-SCHOOL EDUCATION

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PRE-SCHOOL CHILDCARE AND EDUCATION FOR LOCAL CHILDREN

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)

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.

Summary of the main achievements of the charity during the year

MAINTAINED A FINANCIALLY SOUND PRESCHOOL, ENSURED WE WERE FINANCIALLY MANAGED SO RESOURCES AND EXPENDITURE WERE AGREED AND WITHIN BUDGET.

PROVIDED A HIGH LEVEL OF PRESCHOOL EDUCATION WITHIN THE SETTING WHILST SOME INTERNAL CHANGES OCCURRED.

MAINTAINED A STRONG TEAM OF PRACTITIONERS.

Section E

Financial review

Brief statement of the charity's policy on reserves

TO MAINTAIN SUFFICIENT FUNDS TO MEET COMMITMENTS AND CLOSING DOWN COSTS SHOULD THIS EVER BE NECESSARY. AS A COMMITTEE WE ARE AWARE OF THE SURPLUS MONEY BEING IN EXCESS OF CLOSING DOWN COST DURING THIS ACCOUNTING PERIOD. THIS IS GOING TO BE INVESTED IN THE FIT OUT COSTS OFF A NEW PRESCHOOL THAT IS DUE TO OPEN IN SEPTEMBER 2020.

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.

PRINCIPAL SOURCE OF FUNDING IS LOCAL EDUCATION AUTHORITY FEES, FUNDED FEES PAID BY PARENTS AND A SMALL AMOUNT OF FUNDRAISING ACTIVITIES.

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)

Position (eg Secretary, Chair, etc)

Date

Tracey Brind	
Trustee	
24/05/2021	

Incoming	Overall Total	Percentages
Opening Balance	£71,636.64	
3/4 year old advance	£0.00	0.00%
3/4 year old Variation	£124,822.92	86.55%
Additional Funding WBC	£6,327.93	4.39%
Pupil Premium	£343.44	0.24%
Various	£1,612.60	1.12%
Fundraising	£185.00	0.13%
Uniform	£344.00	0.24%
Invoicing (non funded children sessions)	£9,311.00	6.46%
Invoicing (non funded Lunch Club & EDO)	£1,267.00	0.88%
Total Income	£144,213.89	100.00%
Outgoing	Overall Total	Percentages
Wages	86,298.09	61.19%
HMRC PAYE	14,679.28	10.41%
Pensions	4,493.51	3.19%
Payroll costs	654.83	0.46%
Uniform	733.61	0.52%
Cleaning	4,320.00	3.06%
Rent	12,833.37	9.10%
Stationary & Post	100.99	0.07%
Phone	866.68	0.61%
Insurance	0.00	0.00%
Subscriptions	0.00	0.00%
Tapestry	206.20	0.15%
Croner	3,105.11	2.20%
OFSTED	50.00	0.04%
Deborah Corby (council payment from wages)	302.50	0.21%
Licenses	0.00	0.00%
Melbourne IT	141.99	0.10%
Music Licence	51.60	0.04%
Website Builder	16.00	0.01%
Norton	89.99	0.06%
Preschool Alliance	1,151.26	0.82%
Information Commissioner	35.00	0.02%
Box It	170.79	0.12%
Consumables	0.00	0.00%
Snack (Inc. Cleaning Chemicals)	1,249.87	0.89%
Toilette Consumables	892.07	0.63%
Craft	0.00	0.00%

Maintenance	0.00	0.00%
<i>Fire Extinguishers</i>	72.00	0.05%
<i>PAT Testing</i>	180.12	0.13%
Training & Recruitment	2,300.31	1.63%
DBS	273.20	0.19%
Fundraising Costs	30.00	0.02%
Miscellaneous	2,653.84	1.88%
Curriculum resources & Equipment	3,079.09	2.18%
Total Outgoing	£141,031.30	100.00%
Opening Balance 1st September 2019	£71,636.64	
Closing Balance 31st August 2020	£74,819.23	
2019/2020 Profit	£3182.59	
Plus Money in Virgin Account	£51,842.50	
Total Preschool Money	£126,661.73	

Summary Year 2019/2020

- Closed March to June 2020 due to COVID 19
- Additional Income lost March to August
- 2020 (early drop off and additional sessions)
- Additional wages costs due to staff leaving/starting April/May 2020
- Croner HR costs incurred in May 2020
- Staff received full salary throughout lockdown

Year Ahead 2020/2021

- To increase the Chapel Lane Team
- Increase headcount from 28 per session
- Look at offering breakfast/afterschool club
- Fundraising
- Rent is likely to increase
- Garden area to be revamped



Independent examiner's report on the accounts

Independent Examiner's Report

Charity Name
CHABLE LANE EATGLOW

31/08/2020	Charity no (if any)	1017668
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(remember to include the page numbers of additional sheets)

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: Sm Sm

Date: 26-05-21

Name: SHELLEY SMART

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

Address: 11 ORCHARD CLOSE, SPENCERS WOOD,
READING, BERKSHIRE, RG7 1EJ.