



Trustees' Annual Report for the period

Period start date				Period end date		
From	01	09	2020	To	31	08 2021

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	Emma Keenan	Chair	October 2019	
2	Emma Mckenzie	Secretary	October 2019	
3	Rebecca Howroyd	Treasurer	November 2020	
4	Lauren Sommerville	Trustee	October 2019	
5	Sarah Ward	Trustee	October 2019	
6	Tracey Brind	Trustee	October 2019	
7	Hannah Brookfield	Trustee	November 2020	
8				
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17				
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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 FOR THE LOCAL COMMUNITY

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

Recruitment to a full team of qualified members of staff

Continued staff training programme (CPD)

Increased headcount to 40 per session

Maintained healthy waiting list

Paid SPC large instalment for new building. Chapel Lane made a commitment to this in 2019

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. WE HAVE NOW COMMITTED TO THE FIT OUT COSTS OF THE NEW PRESCHOOL THAT OPENED OCTOBER 2020. SURPLUS FUNDS TO BE USED TO FACELIFT THE GARDEN AND FURNISH THE MAIN PLAYROOM TO ACCOMMODATE GROWING NUMBER OF CHILDREN PER SESSION.

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.

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

28.02.2022

Financial Report to August 31st, 2021

Incoming	Overall Total	Percentages
Opening Balance	£74,819.25	
3/4 year old advance	£120,097.68	79.72%
Azaan Income	£15,719.65	10.43%
Alyaan income	£954.00	0.63%
Olivia Income	£2,119.00	1.41%
Misc	£872.23	0.58%
Pupil Premium	£349.80	0.23%
Fundraising	£0.00	0.00%
Uniform	£0.00	0.00%
Invoicing (non WBC Funded)	£10,533.00	6.99%
Total Income	£150,645.36	100.00%
Outgoing	Overall Total	Percentages
Wages	£82,368.86	49.86%
HMRC	£11,448.44	6.93%
Pension	£3,692.27	2.24%
Deborah Corby (Council Tax WBC)	£330.00	0.20%
Payroll costs	£547.99	0.33%
Uniform (adult and child)	£949.50	0.57%
Cleaning	£429.78	0.26%
Rent	£50,231.07	30.41%
Phone	£1,201.33	0.73%
Insurance - Including Preschool learning Alliance subscription	£1,151.26	0.70%
Subscriptions		
<i>Tapestry</i>	£153.60	0.09%
<i>Melbourne IT</i>	£0.00	0.00%
<i>Nursery World</i>	£55.00	0.03%
<i>Croner</i>	£1,107.48	0.67%
<i>OFSTED</i>	£50.00	0.03%

Financial Report to August 31st, 2021

<i>Licenses</i>		
<i>Norton</i>	£94.99	0.06%
<i>Website Builder (24 months)</i>	£299.52	0.18%
<i>Music License</i>	£93.42	0.06%
<i>Office 365</i>	£79.99	0.05%
<i>123 Reg Ltd</i>	£28.76	0.02%
<i>Information Commissioner</i>	£35.00	0.02%
<i>Box It</i>	£21.24	0.01%
<i>Consumables</i>		
<i>Snack (Inc Cleaning Chemicals)</i>	£1,538.14	0.93%
<i>Toilette Consumables</i>	£763.31	0.46%
<i>Training & Recruitment</i>	£647.97	0.39%
<i>DBS</i>	£308.30	0.19%
<i>Miscellaneous</i>	£1,084.33	0.66%
<i>Curriculum resources, Stationary</i>	£6,480.22	3.92%
Total Outgoing	£165,218.27	100.00%
Total Incoming	£150,645.36	
Opening Balance 1st September 2020	£74,819.25	
2020/2021 Profit/loss	£-14,572.91	
Closing Balance 31st August 2021	£60,246.34	
Plus Money in Virgin account	£52,692.55	
Total Pre School Money 31st August 2021	£112,938.89	

Section 5 – Conclusion

In conclusion, I am confident that the accounts, as represented to me, accurately reflect the finances of the charity during the period in question, and that the financial report is accurate and true. Further, proper accounting records have been kept throughout the period in an effective and professional manner.

The financial position of the charity is such that they can cover all eventualities and is a going concern.

I have no concerns to report to the commission.

COVID-19

It would appear that the difficulties presented by the pandemic have largely passed and have been dealt with by the charity without lasting damage such that it does not present a significant threat to the ability of the charity to act as a going concern. Should there be further problems caused by COVID-19, or any other pandemic, the reserves held by the charity are sufficient to cover any associated costs.

Section 4 – Comments and areas of concern

Hereby are noted the queries and comments which arose during my independent examination. I stress that all of these were resolved to my satisfaction during the audit and no areas of concern remain outstanding at the conclusion of the examination.

- i) Deborah Corby's Attachment on Earnings has historically been calculated incorrectly (in that a fixed sum was being deducted, rather than a percentage of net pay). Although this does not affect the total amount the charity is paying over in payroll costs. As of the current tax year, this has now been corrected.
- ii) Missing Receipts: there were two receipts missing, totalling £80.96. However, the recipients are clearly shown on the bank statements so I do not consider this to be a major issues. All other receipts and invoices were present. The exception to this is the mobile phone PAYG go top-ups. I am aware that Vodafone do not automatically issue receipts and it is time-consuming to chase them – thus not a worthwhile use of resources (and the payments are clearly shown on the bank statement).
- iii) Spreadsheet errors: there were three very minor errors in the accounts spreadsheet I was sent (Cell D4 had a typo, the opening balance for June was miscalculated and there was an erroneous '+1' in the formula in cell L43). I have corrected these and the trustees have accepted the changes. The only effect of these was to understate the closing bank balance by £1.
- iv) Expenditure vs Income: expenditure exceeded income this year by £14,573. This is due to a one-off contribution of c.£35k to Shinfield Parish Council towards fitting out the new premises. This was covered by the reserves in the current account of over £74k. This money had already been ear-marked for this purpose in the prior year accounts. The trustees have confirmed that there are no further payments due.
- v) Supplier refunds: refunds from suppliers (e.g. in July 2021 there are refunds of £53.94 from Rymans and £1 from Asda) should in future be recorded as a negative expenses, rather than as income as they are now. This is firstly so that they do not look like income and secondly so that they can be counted against the correct expense pool in the accounts for budgeting purposes.
- vi) As a result of the above, the income has been very marginally overstated. However this has not affected the charity's eligibility as a result of any thresholds.
- vii) PC purchase: a second-hand PC was purchased from a staff family member for £200. The charity has confirmed to me in writing that they are happy that less than market value was paid for the computer/

3.10 – Direction 10 – Check the form and contents of the accounts

As identified above, the charity is eligible to use the cash basis for their accounts. All accounting statements are present and the funds are correctly identified.

3.11 – Direction 11 – Identify items from the analytical review that require explanation or comment

In comparison with the previous year, income is slightly up and wages are slightly down. The only major difference in this year's financial report to last year's is in the line entitled 'rent'. This is due to c.£35k paid across to the council as a contribution to the new premises. This was expected and flagged up in the prior year's financial report.

Any items which required follow-up or clarification are identified in the following section: 'Comments and Areas of Concern'. All of these queries have been answered to my satisfaction and I do not feel there is any need to report anything separately to the commission.

3.12 – Direction 12 – Compare the Trustees' Annual Report with the accounts

Having analysed the financial report I can confirm that it accurately reflects the reserves of the charity, as long as the figure for the main bank account has been adjusted from £60,245.34 to £60,246.34, as discussed elsewhere.

3.13 = Direction 13 – Write and sign the independent examination report

Please see the signed declaration at the front of this document.

I can report that there are no matters of concern which remain unresolved.

There are no issues which need reporting to the commission.

3.7 – Direction 7 – Re: Accrual-based accounts

As the accounts are prepared on a cash basis, this direction is not relevant.

3.8 – Direction 8 – Check the reasonableness of estimates and judgments

As the cash basis was used, there is little scope for estimation and judgment.

That said, the trustees have estimated that enough cash is held in reserve to wind up, should that ever be necessary, and, in my opinion, there is more than enough to cover that. This is after a significant amount (c.£35k) of the reserves were earmarked, and have been spent, to outfit the new premises. The trustees have confirmed that there were no significant supplier invoices outstanding as of the end of the accounting period.

3.9 – Direction 9 – The financial circumstances of the charity

The trustees have confirmed that they have enough money to wind down the charity in an orderly manner, should that ever be necessary. There were no significant supplier invoices outstanding at the end of the financial year.

3.3 - Direction 3 - Recording the examination

Please see the Checklist above for the records and working papers kept during the examination. Please also see the list of appendices for the records themselves.

3.4 - Direction 4 – Planning the examination

Please see the checklist for evidence of sufficient planning and for the papers relevant thereto. I note that there were no recommendations or areas for improvement in the previous examiner's report.

3.5 - Direction 5 – Check that accounting records are of the required standard

I have checked the accounting records (namely the 'P&L' spreadsheet prepared, along with the bank statements and all receipts and invoices for the period). I am satisfied that all is in order. There is a reconciliation process to the bank statements which matches, after a minor correction. To wit, there was a small error in the formulae in the spreadsheet which amounted to a £1 discrepancy. I have resolved this (along with two other very minor, and non-material, errors in the P&L spreadsheet) and the trustees have accepted these revisions. Please see section 4 of this document for more details. As I say, I do not consider these very minor Excel issues to reflect in any way poorly upon the quality of the records kept.

3.6 – Direction 6 – Check that the accounts are consistent with the underlying records

Further to my comments on the previous section, I have checked that the financial report ties to the spreadsheet it is built off, and also that the spreadsheet ties back to the underlying records, e.g. bank statements and paper copies of invoices and receipts. I am satisfied that this is the case. I was given full access to all relevant documents, both physical and computerised.

Section 3 - Analytical Review

3.1 - Direction 1 – Eligibility for Independent Examination

The annual income of the charity in the period 1/9/20-31/8/21 was £150,645.36. Thus external scrutiny of the accounts is required. As this sum is below £250,000, and the charity is not a charitable company, and there is no other reason to require an audit, and independent examination is sufficient. Furthermore, as the income is less than £250,000 it is allowable to prepare accounts on a cash basis, i.e. 'receipts and payments'.

3.2 - Direction 2 – Suitability of examiner

I, Matthew Browne, of C&M Accounts, Payroll & Secretarial Services Ltd, can confirm that I am independent of the charity, Chapel Lane Playgroup. I am neither a material donor to (or beneficiary of) the charity, nor do I have any close personal ties to the trustees.

I have no day-to-day involvement with the running of the charity. However, as part of the activities of C&M, I prepare the payroll of the charity on a monthly basis for a fee. I do not consider this to amount to day-to-day involvement as set out in the SORP guidance.

I have not delegated any tasks, in the remit of this examination, to any of my employees and this examination is entirely my own work.

As a bookkeeper and payroll clerk, I am sufficiently skilled to carry out the examination. Due to the income thresholds, I am not required to hold membership of one of the listed bodies. However, I hold various qualifications from the International Association of Bookkeepers which shows that I am suitably skilled.

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Y	14
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Y	14
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Y	EC
Compared the trustees' annual report with the accounts for any material inconsistency	Y	ECAH
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination	Y	15
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Y	14
Checked that the examiner's report covers all of the matters required	Y	3-15
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	N/A	-
Signed and dated the examiner's report	Y	
Reported matters of material significance direct to the Commission	N/A	-
Exercised discretion and reported relevant matters direct to the Commission	N/A	-

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	N/A	-
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	N/A	-
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Y	F
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Y	F
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	N/A	-
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	N/A	-
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Y	10
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	N/A	-
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A	-
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	Y	10-13

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Y	A
Asked the trustees about how they ensure the accounting records are complete	Y	-
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	Y	F
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	N	-
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Y	A B C
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Y	A B C (and physical receipts)
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	N/A	-
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	N/A	-
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts		
Checked that the disclosures required by the SORP have been made and are complete	N/A	-
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A	-
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	N/A	-
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Y	-
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	Y	-

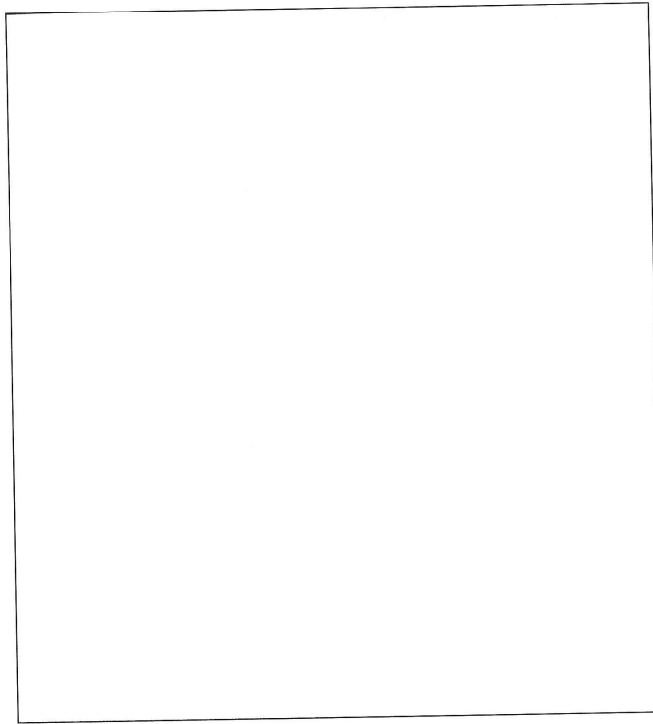
The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Y	10
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A	-
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Y	A TO H
Evidence of appointment on file	Y	D
If issued, letter of engagement signed by the trustees on file	Y	D
Documentation of steps required by Direction 1 are all done	Y	10
Documentation that steps required by Direction 2 are all done	Y	10
Analytical review documented	Y	10-13
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Y	14
Verification and vouching procedures undertaken and any checks made are on file	Y	10-13 F
Copy of approved accounts on file	Y	A H
Copy of trustees' annual report on file	Y	E
Copies of information relied upon as part of the examination are on file	Y	A B C
If applicable, copies of written assurances given	Y	F
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Y	15
Recorded any matters of material significance about which a report must be made direct to the Commission	N/A	-
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	N/A	-
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Y	-
Planned specific examination procedures appropriate to the circumstances of the charity	Y	-
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	Y	G
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Y	-
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-

Section 2 - Checklist

The Directions and documentation N.B. In the working paper reference, numbers refer to pages in this document and letters refer to appendices.	Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Y	10 A H
Checked an audit is not required for any other reason	Y	1
Confirmed the charity is eligible for independent examination	Y	1
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Y	10 A H C
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	N/A	-
If a charitable company checked that the audit exemption statement has been made	N/A	-
If applicable, rechecked the threshold calculation during the examination	N/A	-
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	N/A	-
If applicable, informed the trustees that the charity is not eligible for an independent examination	N/A	-
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Y	10 A H C
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Y	10
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A	-
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Y	10
Confirmed as having no the day to day involvement in the administration of the charity	Y	10
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	Y	10
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Y	10

Section B

Disclosure





CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Chapel Lane Playgroup

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1017668

Set out on pages

1 to 16

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2021**.

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:

Date: 20/02/2022

Name:

Matthew Browne

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

Address:

C&M Accounts, Payroll & Secretarial Services Ltd

Suite 18, Wyvols Court,

Swallowfield RG7 1WY

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Independent Examination of the Accounts of Chapel Lane Playgroup

For the Period 1st September 2020 to 31st August 2021

Conducted by Matthew Browne

Of C&M Accounts, Payroll and Secretarial Services Ltd

Dated 20th February 2022
