



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2021	To	31 08 2022

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	Chairperson	October 2019 to October 2021	
2	Rebecca Howroyd	Treasurer	November 2020 to	
3	Emma Mckenzie	Secretary	October 2019 to October 2021	
4	Tracey Brind	Trustee	October 2019 to	
5	Hannah Brookfield	Trustee	October 2020 to	
6	Elizabeth Wilkins	Secretary	October 2021 to	
7	Kirsty Maher	Chairperson	October 2021 to	
8	Hayley Munt	Trustee	October 2021 to	
9	Lisa Soper	Trustee	October 2021 to	
10	Martyna Zielinski	Trustee	October 2021 to	
11	Lauren Somerville	Trustee	October 2019 to	
12				
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

To provide consistent high quality early care and education, striving to make a difference to EACH child and their families. We will provide a nurturing, forever adapting learning environment, an environment where children can learn as they grow, develop independence and confidence to be 'school ready learners' We strive to make their early years journey exciting and fulfilling.

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

Investment of 8 iPad for staff for effective record keeping and reporting.

Renovation of the garden and purchased new equipment for physical activities.

Purchased new office equipment, printer and desk for the Preschool manager to have a fully operational work station.

Purchased children benches to promote self-care and encourage looking after personal belongings.

Introduced sports program twice a week to all children.

Sustained operational running at 96% full.

Employed staff to complete the team.

Organised a day trip for all families to promote inclusion and social skills.

Section E

Financial review

Brief statement of the charity's policy on reserves

TO MAINTAIN SUFFICIENT FUNDS TO MEET COMMITMENTS, ENSURE STABLE OPERATION IN THE FUTURE, AND INVEST IN BETTER FACILITIES AND EDUCATIONAL PROVISION FOR OUR CHILDREN AND STAFF.

THE RESERVES THAT WILL BE CARRIED INTO 22/23 ARE EARMARKED FOR THE FOLLOWING INVESTMENTS

WEBSITE REBRAND AND DESIGN	£600
UNIFORM REBRAND	£2,000
ALL WEATHER OUTDOOR CANOPY	£12,000
INTERACTIVE WHITE BOARD	£2,000
DEFIBRILATOR ON SITE	£1,300

OTHER RESERVES WILL BE USED FOR CHILDREN'S PHYSICAL EQUIPMENT TO INCLUDE BIKES/TRIKE AND SCOOTERS £1,500

LAPTOP TO SUPPORT INTERACTIVE WHITEBOARD £300

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.

PRINCIPAL SOURCE OF FUNDING IS THE LOCAL EDUCATION AUTHORITY.

ADDITIONAL OFFERINGS SUCH AS EARLY DROP OFF, BREAKFAST AND LUNCH CLUB ANOTHER SOURCE OF REVENUE.

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)	Tracey Brind	
Position (eg Secretary, Chair, etc)	Trustee	
Date	13.03.2023	

Financial Report to August 31st, 2022

Incoming	Overall Total	Percentages
Opening Balance	£60,246.34	
3/4-year-old advance	£198,015.54	87.33%
OE Income	£10,746.93	4.73%
Pension Refunds	£130.26	0.60%
Purchases refunds	£2451.35	1.08%
Misc	£536.28	0.24%
Usports Donation	£491.00	0.22%
Fundraising	£500.00	0.22%
Uniform (children)	£605.00	0.27%
Invoicing (non-WBC funded)	£13314.00	5.86%
Total Income	£227,179.91	100.00%
Outgoing	Overall Total	Percentages
Wages	£103,988.88	57.22%
HMRC (income tax & NI)	£15,383.20	8.46%
Pension	£5866.87	3.23%
Payroll costs	£617.28	0.34%
Uniform (staff and children)	£975.38	0.54%
Rent	£23,100.00	12.71%
Accountancy Fees	£300.00	0.17%
Misc	£1375.50	0.76%
Subscriptions		
<i>Insurance - Including Preschool learning Alliance subscription</i>	£1173.13	0.65%
<i>Tapestry</i>	£153.60	0.08%
<i>123 Reg (chapellanepreschool.co.uk domain)</i>	£50.35	0.03%
<i>123 Reg (info@chapellanepreschool.co.uk email)</i>	£86.28	0.05%
<i>Website Builder (24 months, not due until May 2023)</i>	£0.00	0.00%
<i>Information Commissioner</i>	£35.00	0.02%
<i>Croner</i>	£2215.04	1.22%
<i>Amazon prime</i>	£79.00	0.04%
<i>Giffgaff sim card for mobile phone</i>	£18.00	0.01%
<i>OFSTED</i>	£50.00	0.03%
<i>Norton</i>	£94.99	0.05%
<i>Office 365</i>	£79.99	0.04%
<i>Music License</i>	£108.43	0.06%
<i>Apple iCloud storage for iPad</i>	£3.16	0.00%
<i>TV Licence</i>	£225.25	0.12%
<i>Box It (Oasis secure storage)</i>	£117.88	0.06%
Consumables		
<i>Snack</i>	£2251.18	1.24%
<i>Staff Welfare</i>	£637.36	0.35%
<i>Cleaning/toilet supplies/first aid</i>	£1654.37	0.91%

Financial Report to August 31st, 2022

<i>Training & recruitment</i>	£545.22	0.30%
<i>DBS Staff & Committee</i>	£261.90	0.14%
<i>Curriculum resources, Stationary</i>	£6,480.22	3.92%
<i>Maintenance building & Allotment</i>	£687.53	0.38%
<i>U sports (sports program)</i>	£2112.00	1.16%
<i>Curriculum Resources, stationery and office supplies</i>	£17493.85	9.63%
<i>Fundraising costs</i>	£0.00	0.00%
Total Outgoing	£181,744.62	100.00%
Total Incoming	£227,179.91	
Total Outgoing	£181,744.62	
2021/2022 Profit/loss	£45,435.29	
Opening Balance 1st September 2021	£60,246.34	
Closing Balance 31st August 2022	£105,681.63	
Plus, Opening Money in Virgin account	£52,692.55	
Plus Virgin Interest	£63.33	
=Closing Balance of Virgin Account	£52,755.88	
Total Pre School-Money 31st August 2021	£158,437.51	



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 2022

**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 **31/08/2022**.

**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

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:

Matthew Browne

Date:

13/03/2023

Name:

Matthew Browne

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

Address:

C&M Accounts, Payroll & Secretarial Services Ltd

Tudor Cottage, Bramley Lane,

Bramley RG26 5AA

Section B

Disclosure

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