



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2022	To	31 08 2023

## 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	Kirsty Maher	Chairperson	October 2021 to	
2	Lauren Somerville	Treasurer	October 2022 to	
3	Elizabeth Wilkins	Secretary	October 2021 to	
4	Rebecca Howroyd	Secretary	November 2020 to October 2022	
5	Tracey Brind	Trustee	October 2019 to	
6	Hannah Brookfield	Trustee	October 2019 to	
7	Hayley Munt	Trustee	October 2021 to	
8	Lisa Soper	Trustee	October 2021 to	
9	Martyna Zielinski	Trustee	October 2021 to	
10	Emma Jones	Trustee	October 2022 to	
11	Jennifer King	Trustee	October 2022 to	
12	Emma Keenan	Trustee	October 2021 to October 2022	
13				
14				
15				
16				
17				
18				
19				
20				

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

To provide a consistent, high quality early care and education to our local families and community. Striving to make a difference to each child and their families. We provide a nurturing environment, forever adapting the learning environment where children can learn and grow, develop independence and confidence.

**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)**

PRE-SCHOOL CHILDCARE AND EDUCATION FOR LOCAL CHILDREN.

**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**

Website rebranded and designed.

Uniform rebranded for both staff and children.

Old canopy removed and new All-weather outdoor canopy installed May 2023.

Interactive White Board and laptop to support this purchased.

Supported two outside events, pantomime, and soft play trip.

Fully funded the Usports programme.

Bikes, trikes and safety equipment purchased.

Introduced a holiday club in the holidays.

Education visit from Zoolab.

Pay increases April 2023.

Sustained Operation running at 97.50%.

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

ENSURE STABLE OPERATION IN THE FUTURE AND INVEST IN BETTER FACILITIES AND EDUCATIONAL PROVISION FOR OUR CHILDREN AND STAFF.

TO MAINTAIN SUFFICIENT FUNDS TO MEET OUR FINANCIAL COMMITMENTS. TAKING INTO ACCOUNT OUR RUNNING COST OF 19.5 K EXCLUDING WAGES. REDUNDANCY CALCULATED AT 3 MONTHS £35K AND COVER IN CASE FUNDING DELAYS WERE ENCOUNTERED AT £75K.

THE RESERVES THAT WILL BE CARRIED INTO 23/24 ARE ALSO PLANNED FOR THE FOLLOWING INVESTMENTS: -

Defibrillator on site (this was planned for 22/23)	£1300.00
Refurbishing story/interactive room	£1500.00
Wonderdome Experience	£ 500.00
Diddidance Program	£5000.00
Usports Program	£6000.00

**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 FROM WBC

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

HOLIDAY CLUB DURING AUGUST THAT GENERATED A SMALL AMOUNT OF REVENUE.

**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary, Chair,  
etc)

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Date

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### Total Budget

[illegible]



Independent Examination of the Accounts of Chapel Lane Playgroup

For the Period 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023

Conducted by Matthew Browne  
Of C&M Accounts, Payroll and Secretarial Services Ltd  
Dated 13<sup>th</sup> March 2024

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Chapel Lane Playgroup		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2023	<b>Charity no (if any)</b>	1017668
<b>Set out on pages</b>	1 to 16		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**.

#### 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

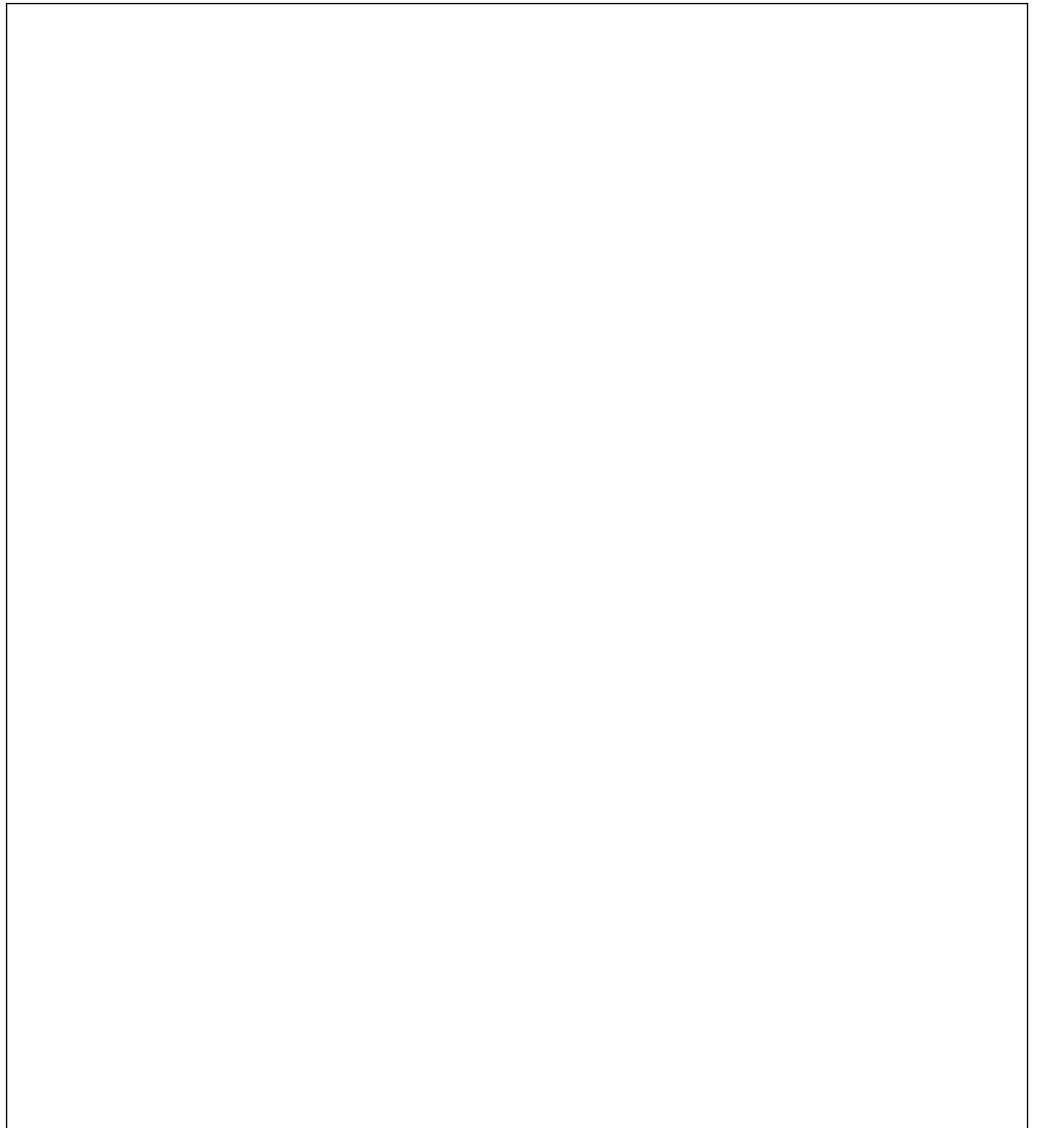
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

<b>Signed:</b>	Matthew Browne	<b>Date:</b>	13/03/2024
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<b>Name:</b>	Matthew Browne
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<b>Relevant professional qualification(s) or body (if any):</b>	
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<b>Address:</b>	C&M Accounts, Payroll & Secretarial Services Ltd
	Tudor Cottage, Bramley Lane,
	Bramley RG26 5AA



## Section 2 - Checklist

<b>The Directions and documentation</b> <b>N.B. In the working paper reference, numbers refer to pages in this document and letters refer to appendices.</b>	<b>Step done?</b>	<b>Working paper reference</b>
<b>Direction 1: Check whether the charity is eligible to have an independent examination</b>		
Checked the charity audit threshold applying to the accounts to be reviewed	Y	S3.1 A H
Checked an audit is not required for any other reason	Y	S3.1
Confirmed the charity is eligible for independent examination	Y	S3.1
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	S3.1 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	S3.1 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	S3.1
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A	-
<b>Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination</b>		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Y	S3.2
Confirmed as having no day to day involvement in the administration of the charity	Y	S3.2
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	Y	S3.2
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	S3.2

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	S3.2
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A	-
<b>Direction 3: Record your independent examination</b>		
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	S1
Documentation that steps required by Direction 2 are all done	Y	S2
Analytical review documented	Y	S3.1-3.13
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Y	S4 + S5
Verification and vouching procedures undertaken and any checks made are on file	Y	S3 + S4 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	S5
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	-
<b>Direction 4: Plan your independent examination</b>		
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	Y	-

The Directions and documentation	Step done?	Working paper reference
<b>Direction 5: Check that accounting records are kept to the required standard</b>		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Y	A + B + C
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	Y	-
<b>Direction 6: Check that the accounts are consistent with the accounting records</b>		
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	-
<b>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</b>		
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	-
<b>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</b>		
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
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	-
<b>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</b>		
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	Y	-
<b>Direction 10: Check the form and content of the accounts</b>		
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	S3.1 + A, B + C
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	-
<b>Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence</b>		
Carried out an analytical review	Y	S3.1



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	S4
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	S4
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	-
<b>Direction 12: Compare the trustees' annual report with the accounts</b>		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Y	E C
Compared the trustees' annual report with the accounts for any material inconsistency	Y	E C A H
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	-
<b>Direction 13: Write and sign the independent examination report</b>		
Reviewed the conclusions from the independent examination	Y	S5
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Y	S4
Checked that the examiner's report covers all of the matters required	Y	S2 – S5
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	-

## **Section 3 - Analytical Review**

### **3.1 - Direction 1 – Eligibility for Independent Examination**

The annual income of the charity in the period 1/9/22-31/8/23 was £218,802.17. 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, an 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 will receive a fee of £350 + VAT for this work.

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.

### **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 was a recommendation in the previous report that supplier and customer refunds should be recorded as negative purchases and sales, respectively. This has indeed been done for the 2022/23 financial year. The interest on the Virgin savings account has again not been recorded on the P&L. As this is only a small sum, c£200, it does not have any effect on any of the thresholds.

Given the size of the reserves, there is no doubt that the charity is a going concern.

### **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. The accounts are very well kept. There was a small discrepancy of £16.75 in the reconciliation, which was flagged to me in advance. This has been fixed and the trustees have accepted the adjusted accounts.

### **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.

### **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.

### **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.

### **3.10 – 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**

I have completed an analytical review of the accounts supplied to me.

In comparison with the previous year, income was down from c.£227k to c.£219k. This is similar enough to not be considered significant. Expenditure, however, has risen significantly from £182k to c£218k. This is due chiefly to increase in staffing, rent and maintenance costs. Overall, however, expenditure was in line with income and thus there are no concerns.

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. There are no material inconsistencies between the trustee's annual report and the accounts.

### **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.

## **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) Expenditure vs Income: income exceeded expenditure this year by £1,145.75 (plus £211.23 interest received). In percentage terms, this is negligible and I am satisfied that this conforms with the charity's tenets.
- ii) Supplier and Customer refunds: I am pleased to see that all refunds are now being recorded as negative incoming or outgoing, as applicable.
- iii) The interest on the Virgin savings account had not been recorded on the Financial Report. I have added it at the bottom. As this is a small sum I am satisfied that this represents a true recording of the accounts. This has not affected the charity's eligibility as a result of any thresholds.
- iv) I note that receipts have been obtained this year for the mobile phone vouchers, as per prior recommendation.
- v) In the 2 months that I checked line-by-line, there was only one missing receipt (McDonalds £17.93). However, this is a small percentage that can be considered perfectly usual and the total sum is negligible, so it does not give me any concern.
- vi) In the course of my audit, I have discovered that HMRC are holding a further sum on account on the charity's PAYE account (£3,050.63 at time of writing). This should be corrected in the 2023/24 year by underpayment of PAYE and NI.
- vii) I note that the reserves held by the charity are in considerable excess of that required in the eventuality of winding up. The trustees had plans to spend some of this excess in this year, as per the Trustees report (i.e. website, uniform, canopy, interactive whiteboards and defibrillator). All of these have now been purchased, as of the end of the 2022/23 year, with the exception of the defibrillator, which is still planned to be purchased soon. Please see the reserves policy in the appendices, which justifies the reserves currently held.

## **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.

## **Section 6 – List of appendices**

- a) Profit & Loss spreadsheet
- b) Spreadsheet of receipts and invoices
- c)
  - i) Co-op bank statement
  - ii) Virgin bank statement
- d) Letter of engagement
- e) Trustees annual report
- f) Written assurances
- g) Prior Year Independent Examination
- h) Financial Report