

CHALFONT ST GILES PRE-SCHOOL PLAYGROUP

Treasurer's Annual Report - Financial Year ended 31st August 2020

General

Charity Number: 1020590

Address: CSG Cricket Pavilion, Crossleys, off Bowstridge Lane, Chalfont St Giles, Bucks, HP8 4HZ.

Trustees: Lindsay Turner (Chair), Natalie Zealey, Sally McLaren, Emma Alsop, Lucy Webster, Antony Lord.

The playgroup charity operates a pre-school for children between the ages of 2 and 4. It is run with 6 unpaid trustees and 6 Early Years practitioners, and two part-time administration staff.

During the year the bookkeeping was performed by Rebecca Ricketts (until January) and Hayley Southgate. Tony Lawson, a local Chartered Accountant, has once again agreed to carry out an independent examination of the year's accounts.

Income and Expenditure for Year Ended 31st August 2020

The playgroup receipts and payment accounts show an operating loss of £6161. This is an increase of £1770 on last year's operating loss of £4391 and a significant deterioration since Mid Year when we were showing an operating profit of £4472. The most important influence on our finances was the COVID 19 pandemic. This brought the closure of the playgroup from 20 March until early June, and some children stayed away until the new Autumn term. This affected direct fee income from parents, fundraising opportunities and income from extra activities. Fees etc. increased by £661 overall as the significant increase in Bucks county council grants more than offset the decline in parental fees. The Trustees decided that it was essential to retain our staff and so kept them all on full pay. Managers negotiated a rent pause with our landlords, and investigated the possible role for and scope of the Government furlough scheme but we were not eligible as Bucks County Council continued to fund us. The hourly rate increased to £6.50 and a fee of 50p a day was introduced to cover sundry expenditures.

During the Autumn 2019 term we had a total of 34 children using the Playgroup. This increased to 40 children in the Spring term. Woodland warriors continued to be popular: by Spring 2020, 20 children were attending on Thursdays with some having ad-hoc sessions. The playgroup continued to open 4 days a week (Mon-Thurs). Following a consultation with parents and staff, Trustees decided to extend opening to Fridays with effect from the next financial year.

A new Playgroup manager, Tania Constable, took up post in January and she is supported by a team of 5 staff. Since Tania has joined she has been working to enhance the structured pre-school environment for the children. She has implemented the use of an online journal to help record the children's experiences, development and learning journey whilst at the setting. This is working well and feedback from parents is positive. It will also enable more cohort tracking which is an area identified in our last Ofsted report. She has also led a project to refurbish the outdoor setting and make it more attractive both for existing and potential new clients. A range of new hygiene and

social distancing measures (for children, parents and staff) and replanning of sessions has been introduced to meet Government requirements for COVID 19 security.

As well as the standard fees, Woodland Warriors / Forest School provide an income over the year: revenue this year was £2262. Our present manager is currently undergoing training so that she can eventually deliver this service without our having to pay an external organisation. This should increase net revenue.

Fundraising activities raised a net £593 (less than in the previous year) with the majority coming from the Chiltern lottery £228, the Easter egg hunt £245, the Christmas show £153 and Christmas cards £369. A grant of £5166 was also received from the Coop Community fund which covered outdoor refurbishments. The fundraising and grants reduced the operating loss to an overall loss after other income / expenses etc. of £5864.

The main expenditure from operating income, including Bucks County Council funding, was

Wages - £64536; Rent, Electricity & Insurance - £5664; Household expenditure and waste - £1992; Courses - £1627; Stationery, Postage & Telephone - £858.

The main fundraising and donation supported expenditure was:

Toys and Equipment- £2146; Resources - £2025; Forest school equipment - £1548.

Other

In January 2020 Hayley Southgate became administration manager working alongside Sarah Eldridge. In September 2020 Chantelle Constable, level 2 qualified, joined the staff, replacing a staff member who had left. Sally McLaren has signalled her intention to step down as Secretary to the Trustees and two new trustees will be joining the charity. The playgroup continues to develop its website and its presence on social networking platforms in order to attract more children and better communicate with parents.

Looking forward into 2020/2021

The Playgroup continues to be popular and continues to offer a competitive alternative to other private settings (at the start of the Autumn 2020 term there were 30 children attending – this has subsequently increased to 36; and 11 had enrolled for Woodland Warriors). The use of the playgroup on Fridays is growing and from the Autumn half term will benefit from the extension of the school pick up service - where we collect some nursery children from the school setting and walk up to playgroup for lunch and an afternoon session. The biggest threat to our operations would be the re-imposition of a COVID lockdown / closure. In the longer term, assuming a return to profit, we will seek to increase our reserves to be better able to cope with what appears to be an uncertain economic climate. (Following year end we were considerably assisted in achieving this aim by the success of our applications for COVID recovery grants helpfully made available by Bucks County Council.)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Chalfont St Giles Pre-School Playgroup

1020590

Receipts and payments accounts

CC16a

For the period
from

01/09/2019

To

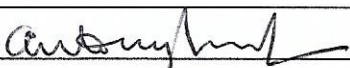
31/08/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees and fundraising received	70,607	-	-	70,607	69,946
Fundraising	828	-	-	828	5,008
Donations and other income etc	5,642	-	-	5,642	3,644
Interest	10	-	-	10	12
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	77,087	-	-	77,087	78,610
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	77,087	-	-	77,087	78,610
A3 Payments					
Wages	64,536	-	-	64,536	61,504
Rent,elec and ins	5,664	-	-	5,664	6,179
Toys, Eqpmt & Entertainment	5,719	-	-	5,719	4,890
Fund raising expenses	464	-	-	464	1,458
Admin and Other expenses	6,568	-	-	6,568	6,654
Building improvements	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	82,951	-	-	82,951	80,685
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	82,951	-	-	82,951	80,685
Net of receipts/(payments)	- 5,864	-	-	- 5,864	- 2,075
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,645	-	-	29,645	31,720
Cash funds this year end	23,781	-	-	23,781	29,645

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank - Current A/c	17,716	-	
	Bank- Deposit A/c	6,045	-	-
	Petty Cash	20	-	-
	Total cash funds	23,781	-	-
	(agree balances with receipts and payments account(s))	OK 18/03/21	OK 18/03/21	OK 18/03/21
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		A J LORD	4/03/2021



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

Charity Name
Chalfont St Giles Pre School Playgroup

On accounts for the year
ended

31st August 2020

Charity no
(if any) 1020590

Set out on pages

CC16a

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020 DD / MM / YYYY.

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:

Date:

12/3/2021

Name:

TONY LAWSON

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

FCA

Address:

18 THE LAGGER

CHALFONT ST GILES

BUCKS HP8 4DG

Only complete if the examiner needs to highlight 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.