

# CARLETON RODE PLAYGROUP

England & Wales · Charity number 1026583

## Details

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Other names	CARLETON RODE THURSDAY CLUB, CARLETON RODE PRESCHOOL, THURSDAY AND FRIDAY CLUBS
Status	Registered
Legal form	Other
Registered	1993-09-30
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Jubilee Village Hall Mill Road Carleton Rode Norwich NR16 1NQ
Phone	01953788219
Email	<a href="mailto:carletonrodepreschool@outlook.com">carletonrodepreschool@outlook.com</a>
Website	<a href="https://www.facebook.com/CarletonRodePreschool">https://www.facebook.com/CarletonRodePreschool</a>

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** Carleton Rode Preschool (formally Playgroup and Kindergarten) encourages each individual child to develop and thrive in a happy, supportive and secure environment thus, enabling them to grow in confidence, be able to question and be successful. We work in partnership with parents/carers and local advisors to understand and provide a quality start to each individual child's early education.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£89,032	£88,359	-	-
2023-08-31	£71,715	£67,172	-	-
2022-08-31	£63,755	£69,964	-	-
2021-08-31	£70,604	£68,305	-	-
2020-08-31	£61,253	£56,055	-	-

## Trustees

Name	Role	Appointed
<b>Daniel Humphrey</b>	Chair	2022-11-18
Allison Ward		2020-09-22
Linzi Haistead		2020-09-22
Liz Kerridge		2020-09-22
Natalie Goddard		2023-11-07
Victoria Humphrey		2020-09-22

**CARLETON RODE PLAYGROUP**

England & Wales - Charity number 1026583

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# Accounts

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**Carleton Rode Preschool**

**AGM 4<sup>th</sup> December 2024**

**Treasurers Report**

Thank you for the ongoing support I have received as Treasurer from the committee. Financial transactions being made prominently digitally has made them easier to track and keep a clear picture of spending. Linking the bank account and QuickBooks has made this even easier.

Staffing continues to be our greatest expense. Again wages increased in April in line with minimum wage increases. Since October 2023 all staff have been invited to take part in our pension scheme with three members of staff being legally required to be enrolled. Staff and committee have worked hard with fundraising and the Bingo nights in particular have been a great success, thank you.

**Banks accounts as of 4<sup>th</sup> December 2024**

**Current Account: £6099.62**

**Savings Account: £8819.14**

**Total income 2023-2024 - £89,031.54**

The income is made up of:-

- Services (fees and fundraising) £29,302.31
- Funding from NCC £59,729.23

Included in the fundraising was;

£856.71 from Bingo

£265 From Bags for schools

£85 Activity morning

£468 Donation from Social Club

**Total income £89,031.54**

**Total expenditure 2023-2024 - £88,359.16**

The above expenditure is made of:-

- Advertising/Promotional £72
- Diesel £70
- Dues and Subscriptions £896.76

- Equipment £965.46
- EYPP £141.08
- Food £1,378.80
- Insurances £863.57
- Motor Running Expenses £654.52
- Office/General Administrative Expenses £25.97
- Other Professional Services £20.00

Payroll Expenses

- Pension £1,792.82
- Payroll Expenses Taxes £2,611.51
- Wages £70,595.41
  
- Petrol £125.01
- Phone £10
- Rent £6,480.00
- Training £103.20
- Travel £20
- Trip out £522.55
- Uncategorised Expenditure (refund) £715.50

**Income earned through interest** £168.73

We had ended this financial year with a positive income of £841.11

Our biggest expense continues to be staff wages and is it necessary to continue to evaluate and manage staff hours in relation to the number of children attending our services and the amount we receive in funding and fees.

As the cost of living continues to increase and minimum wage will increase in April 2025 I suggest we review our hourly preschool rate and our breakfast and afterschool club fees.

Thank you to all who have supported me this year and in my four years of being treasurer. I hope that the year ahead is a successful one.

Torz Humphrey 04.12.2024

# Profit and Loss

September 2023 - August 2024

	Total
<b>INCOME</b>	
Services	29,302.31
Uncategorised Income	59,729.23
<b>Total Income</b>	<b>89,031.54</b>
<b>TOTAL</b>	<b>89,031.54</b>
<b>EXPENDITURES</b>	
Advertising/Promotional	72.00
Diesel	70.00
Dues and Subscriptions	896.76
Equipment	965.46
EYPP	141.08
Food	1,378.80
Forest School expenses	295.00
Insurances	863.57
Motor Running Expenses	654.52
Office/General Administrative Expenditures	20.00
Office/General Administrative Expenses	5.97
Other Professional Services	20.00
Payroll Expenses	
Pension	1,792.82
Taxes	2,611.51
Wages	70,335.50
Additional hours	259.91
<b>Total Wages</b>	<b>70,595.41</b>
<b>Total Payroll Expenses</b>	<b>74,999.74</b>
Petrol	125.01
Phone Costs	10.00
Rent	6,480.00
Training	103.20
Travel and Accommodation	20.00
Trip out	522.55
Uncategorised Expenditure	715.50
<b>Total Expenditures</b>	<b>88,359.16</b>
<b>NET OPERATING INCOME</b>	<b>672.38</b>
<b>OTHER INCOME</b>	
Interest earned	168.73
<b>Total Other Income</b>	<b>168.73</b>
<b>NET OTHER INCOME</b>	<b>168.73</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£841.11</b>

I believe that these accounts have been prepared to reflect an accurate position of the annual accounts for Carleton Rode Pre-School for the period of 01/09/2023 - 31/08/2024. All information was freely supplied to me to complete this check.

Carleton Rode Preschool

*MCCGin*

27/11/24

# Profit and Loss

September 2023 - August 2024

	Total
<b>INCOME</b>	
Services	29,302.31
Uncategorised Income	59,729.23
<b>Total Income</b>	<b>89,031.54</b>
<b>TOTAL</b>	<b>89,031.54</b>
<b>EXPENDITURES</b>	
Advertising/Promotional	72.00
Diesel	70.00
Dues and Subscriptions	896.76
Equipment	965.46
EYPP	141.08
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This check.  
Carleton Rode Preschool

*MCCGin*

27/11/24

**CARLETON RODE PLAYGROUP**

England & Wales - Charity number 1026583

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# Accounts

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## **Carleton Rode Preschool**

### **AGM 7<sup>th</sup> November 2023**

#### **Treasurers Report**

Thank you for the ongoing support I have received as Treasurer from the committee and I feel more confident in the role. Financial transactions being made prominently digitally has made them easier to track and keep a clear picture of spending. Linking the bank account and QuickBooks has made this even easier.

Staffing continues to be our greatest expense. Again wages increased in April in line with minimum wage increases. Staff and committee have worked hard with fundraising and the Bingo nights in particular have been a great success, thank you.

#### **Total income 2022-2023 - £71,715.33**

The income is made up of:-

- Charitable Activity (Amazon)      £13.41
- Services (fees and fundraising) £27,912.23
- Funding from NCC                      £43,789.69

#### **Total expenditure 2022-2023 - £67,171.74**

The above expenditure is made of:-

- Advertising/Promotional                      £117.28
- Diesel    £275.12
- Dues and Subscriptions                      £785.83
- Equipment                                      £446.50
- EYPP    £89.98
- Food    £929.36
- Insurances                                      £722.25
- Motor Running Expenses                      £885.88
- Office/General Administrative Expenses £3.38
- Other Professional Services                      £120.00
- Payroll Expenses Taxes                      £1,744.32
- Wages    £54,380.56
- Printing, Postage and Stationery                      £14.98
- Rent    £6,480.00
- Training    £120.00
- Trip out    £56.30

We had ended this financial year with a positive income of £4,628.69

Our biggest expense continues to be staff wages and it is important that we continue to carefully manage staff hours in relation to the number of children attending our services and the amount we receive in funding and fees. We have benefitted from an increase in the number of children using our services due to the closure of Old Buckenham Nursery.

As the cost of living continues to increase I suggest we review our hourly preschool rate and look to increase this by 5% in line with current interest rates. In real terms this would be increase the rate from £4.50 to £4.75 per hour.

Once again thank you to all who have supported me this year and I hope that the year ahead is a successful one.

Torz Humphrey 06.11.2023

# Management Report

Carleton Rode Preschool

For the period ended August 31, 2023



Prepared on

7 November 2023

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# Financial Activities

September 2022 - August 2023

	<b>Total</b>
<b>INCOME</b>	
Charitable activities	13.41
Services	27,912.23
Uncategorised Income	43,789.69
<b>Total Income</b>	<b>71,715.33</b>
<b>TOTAL</b>	
	<b>71,715.33</b>
<b>EXPENDITURES</b>	
Advertising/Promotional	117.28
Diesel	275.12
Dues and Subscriptions	785.83
Equipment	446.50
EYPP	89.98
Food	929.36
Insurances	722.25
Motor Running Expenses	885.88
Office/General Administrative Expenses	3.38
Other Professional Services	120.00
Payroll Expenses	
Taxes	1,744.32
Wages	54,380.56
<b>Total Payroll Expenses</b>	<b>56,124.88</b>
Printing, Postage and Stationery	14.98
Rent	6,480.00
Training	120.00
Trip out	56.30
<b>Total Expenditures</b>	<b>67,171.74</b>
<b>NET OPERATING INCOME</b>	<b>4,543.59</b>
<b>OTHER INCOME</b>	
Interest earned	85.10
<b>Total Other Income</b>	<b>85.10</b>
<b>NET OTHER INCOME</b>	<b>85.10</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£4,628.69</b>

# Balance Sheet

As of August 31, 2023

	<b>Total</b>
<b>FIXED ASSET</b>	
<b>Tangible assets</b>	
Fixtures and Fittings Cost	189.00
Motor Vehicles Cost	15,703.70
Office Equipment Cost	524.40
<b>Total Tangible assets</b>	<b>16,417.10</b>
<b>Total Fixed Asset</b>	<b>16,417.10</b>
<b>CASH AT BANK AND IN HAND</b>	
Barclays	-93.48
Cash 2021	41.44
Cash on hand	20.56
DO NOT USE	6,913.44
HSBC new account	67,840.84
Petty Cash 2018	-405.47
Savings/redundancy	17,092.92
<b>Total Cash at bank and in hand</b>	<b>91,410.25</b>
<b>DEBTORS</b>	
Debtors	1,351.20
<b>Total Debtors</b>	<b>1,351.20</b>
<b>CURRENT ASSETS</b>	
Undeposited Funds	13,331.18
<b>Total Current Assets</b>	<b>13,331.18</b>
<b>NET CURRENT ASSETS</b>	<b>106,092.63</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	
<b>Trade Creditors</b>	
Creditors	7,778.37
<b>Total Trade Creditors</b>	<b>7,778.37</b>
<b>Credit Cards</b>	
Default Card	344.52
<b>Total Credit Cards</b>	<b>344.52</b>
<b>Current Liabilities</b>	
Other Payroll Deductions	145.56
Payroll Clearing	85,941.89
Payroll Liabilities	-1,478.46
HMRC	3,152.13
<b>Total Payroll Liabilities</b>	<b>1,673.67</b>
Tax and National Insurance	3,435.19
<b>Total Current Liabilities</b>	<b>91,196.31</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>99,319.20</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>6,773.43</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>23,190.53</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£23,190.53</b>

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**CHARITY FUNDS**

Opening Balance Equity	23,883.33
Retained Earnings	-4,108.22
Surplus/(Deficit)	3,415.42
<b>Total Charity funds</b>	<b>£23,190.53</b>

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# Profit and Loss

September 2022 - August 2023

	Total
<b>INCOME</b>	
Charitable activities	13.41
Services	27,912.23
Uncategorised Income	43,789.69
<b>Total Income</b>	<b>71,715.33</b>
<b>TOTAL</b>	
<b>71,715.33</b>	
<b>EXPENDITURES</b>	
Advertising/Promotional	117.28
Diesel	275.12
Dues and Subscriptions	785.83
Equipment	446.50
EYPP	89.98
Food	929.36
Insurances	722.25
Motor Running Expenses	885.88
Office/General Administrative Expenses	3.38
Other Professional Services	120.00
Payroll Expenses	
Taxes	1,744.32
Wages	54,380.56
<b>Total Payroll Expenses</b>	<b>56,124.88</b>
Printing, Postage and Stationery	14.98
Rent	6,480.00
Training	120.00
Trip out	56.30
<b>Total Expenditures</b>	<b>67,171.74</b>
<b>NET OPERATING INCOME</b>	<b>4,543.59</b>
<b>OTHER INCOME</b>	
Interest earned	85.10
<b>Total Other Income</b>	<b>85.10</b>
<b>NET OTHER INCOME</b>	<b>85.10</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£4,628.69</b>

I hereby certify that I have checked the accounts for Carleton Rode Preschool for the year 01/09/2022 to 31/08/2023 and to the best of my knowledge, they give a fair + true view.

*Joanna McGinn*

JOANNA MCGINN

21/05/2025.

**CARLETON RODE PLAYGROUP**

England & Wales - Charity number 1026583

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# Accounts

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Chairperson Report 17.10.2022

Thank you for nominating me last year to be the chairperson of Carleton Rode Pre-school. It has been challenging at times, but I hope I have been able to help in some small ways to support the Pre-school.

All staff now have contracts, and the policies should be up to date. The fundraising events have always been a highlight for me. Especially the fairs and Bingo nights.

I would like to thank Torz for her role as Treasurer. Torz has always kept on top of the accounts and finances. I know this takes up a lot of her time and I would have been lost without her.

I would also like to thank each member of staff at this Pre-school. You do an amazing job with the children. Each child is cared for, nurtured, and taught in a place that they love to go to each week. I always fly the flag for the Pre-school and recommend it as a wonderful place for children to attend. My only wish would be for you to all get the recognition you deserve.

Unfortunately, I feel I can't dedicate the time that is needed by the Pre-school. I am standing down as chairperson and nominating Dan Humphrey as Chairperson. With his knowledge and experience as a teacher I know you will get the support and guidance you need.

Keep up the good work and all the best for the future.

Chairperson



17 October 2022

**Carleton Rode Preschool**

**AGM 17<sup>th</sup> October 2022**

**Treasurers Report**

Thank you for the ongoing support I have received as Treasurer from the committee and I feel more confident in the role. There have been minor issues with Quickbooks over the past 12 months which have now thankfully been resolved making invoicing and receipts much more straight forward.

This year has been more challenging, and staffing continues to be our greatest expense. Wages increased in April in line with minimum wage increases. Staff and committee have worked hard with fundraising and the Bingo nights in particular have been a great success, thank you.

Sadly this year we have made a significant loss of £6,209.26.

**Total income 2021-2022 £63,755.21**

The income is made up of:-

- Funding from NCC £33,158.89
- Fees £28,648.48
- Milk Claims £161.84
- Bags for Schools £204
- Bingo £1,212
- Jubilee Fete £75
- Billable expenditure income £295

**Total expenditure 2021-2022 £69,964.47**

The above expenditure is made of:-

- Payroll expenses £374.94
- Taxes £2,022.59
- Staff wages £56,363.04
- Village Hall rent £6,480
- Insurance £630.49
- Dues and Subscriptions £1,009.81
- Diesel £335.17
- Phone bill £109.30
- Equipment £499.36
- Food £707.66
- Milk £127.63
- Uncategorised £10
- Advertising £66.00
- Printing, postage and stationary £105.65

- Motor running expenses      £817.43
- Training                              £305.40

Our biggest increase in expenditure in comparison to the previous year has been on payroll expenses £50,206.36 in 20/21 compared to £58,760.57 this year. This will have been impacted by staff sickness and increase in wages. However looking ahead careful management of staff hours in relation to the number of children attending our services and the amount we receive in funding and fees is crucial.

Whilst recognising that financially it is a difficult time for many, I suggest we review our preschool fees and sickness/missed sessions policy in line with other local childcare services.

Once again thank you to all who have supported me this year and I hope that the year ahead is a successful one.

Torz Humphrey 17.10.22

# Carleton Rode Preschool

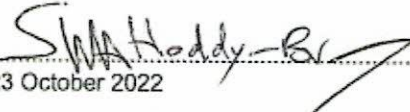
Financial Activities  
September 2021 - August 2022

	TOTAL
<b>Income</b>	
Billable Expenditure Income	295.00
Services	30,301.32
Uncategorised Income	33,158.89
<b>Total Income</b>	<b>£63,755.21</b>
<b>TOTAL</b>	<b>£63,755.21</b>
<b>Expenditures</b>	
Advertising/Promotional	66.00
Diesel	335.17
Dues and Subscriptions	1,009.81
Equipment	499.36
Food	707.66
Insurances	630.49
Milk	127.63
Motor Running Expenses	817.43
Payroll Expenses	374.94
Taxes	2,022.59
Wages	56,363.04
<b>Total Payroll Expenses</b>	<b>-58,766.57</b>
Phone Costs	109.30
Printing, Postage and Stationery	105.65
Rent	6,480.00
Training	305.40
Uncategorised Expenditure	10.00
<b>Total Expenditures</b>	<b>£69,964.47</b>
<b>NET OPERATING INCOME</b>	<b>£-6,209.26</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£-6,209.26</b>

## Note

I believe that these accounts have been prepared to reflect an accurate position of the annual accounts for Carleton Rode Pre-School for the period 01 September 2021 through to 31 August 2022.

All information was freely supplied to me to complete this check.

Signed  Stuart Hoddy-Brown  
Dated 23 October 2022

**CARLETON RODE PLAYGROUP**

England & Wales - Charity number 1026583

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# Accounts

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Chairperson Report

Carleton Rode Preschool AGM

12<sup>th</sup> October 2021

Academic Year September 2020- August 2021

Thankyou all for coming along tonight

The Start of the academic Year didn't get off to a good start and we weren't even sure if we could open. We had applied for a sustainably Grant from Norfolk County Council and were awaiting a decision. We made the decision to open as we good numbers of children wanting to return.

We made sure all the necessary measures were in place to keep everyone safe.

We carried on with Breakfast and Afters and School Club but only small number of children attending out of Tiger class at Carleton Rode School so we could keep them in a separate bubble and away from the preschool children.

By December we were in a much better place financially we had now received a grant and some extra funding money.

In April we had to sell the mini-bus, due to still low numbers attending Breakfast and Afterschool Club, we brought a six-seater car. By the summer we had good number of children attending preschool.

Last years accounts have been looked at by an independent accountant and were sent to the charity commission submission was done on time.

We ended the Year in a much better place than when we started. All the staff and committee worked together to make this possible.

## Carleton Rode Preschool

### Financial Activities

September 2020 - August 2021

	<b>Total</b>	Balance Sheet	
<b>Income</b>			
<b>Services</b>	70,603.84	HSBC Current	6516.86
		HSBC Savings	8519.69
<b>Total Income</b>	<b>£ 70,603.84</b>	Barclays	11.98
<b>Total</b>	<b>£ 70,603.84</b>		
<b>Expenditures</b>			
Advertising/Promotional	66.00		
Diesel	163.85		
Dues and Subscriptions	779.90		
Equipment	517.39		
EYPP	44.78		
Food	784.30		
Insurances	1,228.48		
Milk	63.34		
Motor Running Expenses	226.87		
<b>Payroll Expenses</b>	<b>856.30</b>		
Taxes	2,214.98		
Wages	47,135.08		
<b>Total Payroll Expenses</b>	<b>£ 50,206.36</b>		
Petrol	42.14		
Phone Costs	387.98		
Printing, Postage and Stationery	133.55		
Rent	6,500.00		
Repair & Maintenance	7,132.63		
Uncategorised Expenditure	27.44		
<b>Total Expenditures</b>	<b>£ 68,305.01</b>		
<b>Net Operating Income</b>	<b>£ 2,298.83</b>		
<b>Other Income</b>			
interest received	0.43		
<b>Total Other Income</b>	<b>£ 0.43</b>		
<b>Net Other Income</b>	<b>£ 0.43</b>		
<b>Net Income/(Expenditure)</b>	<b>£ 2,299.26</b>		

I hereby certify that I have checked the accounts for Carleton Rode Pre-School for the year 01/09/2020 to 31/08/2021 and to the best of my knowledge they give a true view

Sarah Harwood

6/23/2022

E signature : SLH

**CARLETON RODE PLAYGROUP**

England & Wales - Charity number 1026583

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# Accounts

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## Chairpersons Report

Carleton Rode Preschool AGM  
22nd September 2020

Academic Year: September 2019 - August 2020

Thank you all for joining us on zoom tonight.

What a strange year it has been!

The start of the academic year was good and our numbers picked up steadily. By February we were packed for after school club nearly every night. And then, boom, the COVID-19 pandemic came along and the world was put on lockdown.

We remained open until the end of the Easter Holidays to support the key workers, but it was decided that we couldn't continue with so few children and the financial uncertainty, so we closed and put the staff on furlough.

It's been a really tough time, especially for Sarah trying to figure out the furlough process. It's been a challenge but we got there in the end and have managed to keep afloat. The minibus has been SORNed and was reduce to fire and theft only for the insurance. The village hall managed to get a grant which meant we didn't have to pay any rent while we were closed.

Due to the uncertainty of the situation, Shirley decided to resign from playgroup as she had found another job in Norwich. We wish her the best of luck!

Last years accounts have been looked at by an independent accountant and although there are still some anomalies, the charity commission submission was done on time. The accountant will continue to make the necessary corrections to last year and will then verify this years accounts again once quickbooks is full up to date. She has also said she will happily do the accounts for playgroup on a monthly basis to take the pressure off the new treasurer. She will need to be paid but I feel this will be well worth the small fee!

Last year, I was unable to resign from my position as chair as there was no one to take over. We changed the constitution to allow an extra year if all parties were in agreement. This year, I am very pleased that a replacement has been found for me, Carly and Sarah.

Thank you to the new volunteers. We will not desert you until you have found your feet.

Thank you to the staff too, let's hope 2020/21 is a less challenging year!

Carleton Rode Preschool

Year End Accounts 1st September 2019 - 31st August 2020

INCOME		EXPENSES	
£			£
Parent fees	26705.43	Wages	47534.63
Funding fees	34547.42	Staff training	152.40
		Rent	6,000
		Insurances	111.16
		Equipment	142.47
		Fees paid	136.79 (dues/subscriptions)
		Repairs	0
		Petty cash	To be verified
		Advertising	101.91
		Telephone	247.06
		Food	355.56
		Computer costs	118.8
		Printing costs	19.50
		Milk	112.92
		Minibus	865.83 Diesel
		Other	156.39
<b>INCOME TOTAL</b>	<b>61252.85</b>	<b>EXPENSES TOTAL</b>	<b>56055.42</b>
<b>PROFIT/LOSS</b>			<b>5197.43</b>
<b>OUTSTANDING PARENT FEES</b>	Unknown		
I hereby certify that I have checked the accounts for Carleton Rode Preschool for the year 29 August 2019 to 28th August 2020 and to the best of my knowledge, they give a fair and true view.			
Signature	Print name	Date	
<i>P.K. Downes</i>	P.K. DOWNES	22/9/2020	