

# FELTWELL PLAYGROUP

England & Wales · Charity number 1028560

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-11-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** W.I Hall  
The Beck  
Thetford  
Norfolk  
IP26 4DB

**Phone** 07582371984

**Email** [playgroup.feltwell@gmail.com](mailto:playgroup.feltwell@gmail.com)

**Website** <https://www.feltwellplaygroup.com>

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES' TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS

**Activities:** To provide pre-school education for children aged between 2 and 5 years of age

## Classification

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

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£116,166	£117,622	-	-
2024-08-31	£115,545	£108,146	-	-
2023-08-31	£100,378	£99,865	-	-
2022-08-31	£79,919	£85,187	-	-
2021-08-31	£85,855	£88,154	-	-

## Trustees

Name	Role	Appointed
<b>Jonathan Irving</b>	Chair	2021-11-03
Anne Tappin		2023-02-14
Christopher Samuels		2023-10-10
Julian Gallagher		2019-03-22
Merle Gallagher		2017-07-15

**FELTWELL PLAYGROUP**

England & Wales - Charity number 1028560

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# Accounts

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## **Feltwell Playgroup**

TRUSTEES ANNUAL REPORT for period of 01.09.2024- 31.08.2025

CHARITY NAME: - Feltwell Playgroup

CHARITY ADDRESS: The W.I. Hall, The Beck, Feltwell, IP26 4DB

REGISTRATION NUMBER: - 1028560

TRUSTEES FOR 2024-2025: - Jonathan Irving, Merle Gallagher, Anne Tappin, Julian Gallagher, Christopher Samuels

CONSTITUTION: Adopted in July 2014, amended 3 July 2019

Feltwell Playgroup has seen another overall rewarding year.

We had an Ofsted Inspection on 3<sup>rd</sup> October 2024 and were graded a comfortable GOOD.

Our service was open for all families to use. We had lots of enquiries due to being the only setting in the area and accommodated as many children as we possibly could, which resulted in Feltwell Playgroup showing healthy numbers in children attending.

We had a maximum of 40 children on our registers, between the ages of 2 years and 5 years. With an average of approximately 22 attending each session. Our sessions run Monday to Friday in line with Norfolk County school term times. Sessions available each day are from 9am till 11.30am, 9am till 12.30pm, 9am till 3pm, and 12.30pm till 3.00pm. We offer a financially accessible service, with our hourly rate reflecting this as we are reasonably priced in comparison to other settings, and we continue to have children attending from surrounding villages, as well as from Feltwell.

We have increased our fees from April 2025 with our hourly rate going from £5 to £6. We continue to only charge half fees being if the child is absent. We welcome children who are accessing the government's 15 hours funding each week, as well as those who are entitled to the extended 30-hour funding for 3- & 4-year-olds. We also provide 2-year-old-funding for those parents that qualify under the new government scheme.

Our Playgroup is based in the first purpose-built village school – now known as The W.I. (Women's Institute) Hall owned by the Edmund De Moundeford Trust, which comprises of 4 areas including a kitchen, the main hall, the toilet area and a secure outdoor area. The Edmund De Moundeford Trust continue to support our Charity Status Playgroup with required maintenance. Without that support we would be unlikely to be able to run our pre-school.

Throughout the year all staff and committee continued to work as one team ensuring we offered the best service we could to all our families, and offering a service accessible to everyone registered with us. We continue to seek new trustees for the committee by inviting parents to termly meetings, emailing application forms and enclosing invites to our Starter Pack.

We offered support to the Guardians of the children transitioning from Playgroup to primary school, and were delighted to see some of these children have the opportunity to visit their new schools.

We held our annual graduation assembly at the setting, and invited just the leavers and their families to that event. They celebrated their last morning with water, potion making, craft tables and colour bomb fights, which was enjoyed by children and adults! We put together a slide show to show the progress and growth the children showed from first joining our setting to leaving it to start school. As a goodbye gift from Playgroup, they had a leavers T-shirts that had been coloured bombed as well as a small goodie bag containing books and toys.

To celebrate Christmas that year, we had a week of Christmas themed fun and games whilst wearing Christmas jumpers, and all received a goody bag from us. We held a week of Christmas photos being taken for families to purchase any number of pictures they would like. This was a great and successful way to raise funds for Playgroup. On the last day of term before the Christmas holidays, we had a Christmas craft morning for all children and their families and a special visit from Santa with a gift for each child.

Our fundraising events were fun and successful. This included cake sales, Christmas photos, summer photos and a raffle at the local village fete. These enabled us to fundraise with Playgroup guardians and also some local business to help grow our connection within the village. In addition, members of the community organised events in the village and proceeds were generously donated to Feltwell Playgroup, which enabled us to purchase new equipment for inside and outside the setting. We also took part in the Tesco Stronger Starts scheme for local business and got awarded £1000.00 towards our setting.

Money received through fundraising and donations has been used to improve the setting by purchasing a large outside shed to store toys and equipment, a pergola to provide shade for the children on sunny days and storage equipment to keep the setting organised and tidy, especially as we are a pack-away-setting.

We applied for CIL funding through our local county council which was granted and used for resurfacing our outside area, making a safer and overall nicer place for our children to play on when outdoors.

We are a team of 9 members of staff, 8 practitioners and 1 administrator. Staff and committee members have continued to complete the necessary training, this ensuring they can continue to deliver the best service to our families, whilst ensuring all training is kept up to date.

Staff members continue to support each other when on training courses, to ensure that adult:child ratios are correct at all times. We, Feltwell Playgroup, pay for the courses and the practitioner's time to attend the courses to support them while training. Future training has been discussed with Staff and Committee which they can attend, to ensure we continue to deliver the best service to Playgroup and its families. We have also embraced the online courses, and meetings on ZOOM and will continue to hold Playgroup meetings virtually. Our Notice board at Playgroup, our website, Facebook page and Tapestry (Playgroup's chosen online journal) – are all regularly monitored and information is updated, these being alongside emails and newsletters being sent to parents.

We continue to encourage online fee payments, which has been encouraging for our move to be predominantly online transactions. Up-front 'termly' and 'half termly' payments continue to be made by the majority of our families. We do still give the option, when requested (and with a pre-written agreement), for our families to pay weekly.

Our bank account is dual signing so Playgroup monies in and out can be monitored more efficiently. We employ the services of a registered accountant who will audit the Playgroup accounts each term, and for our end of year financial report. Alongside our Profit & Loss Financials, our processes for completing our accounts continue to develop in a positive manor. Our contingency money has been used when needed, and has helped us through this last year. Our autumn term is normally a financial struggle due to staggered start dates and hours as chosen by parents.

The shared drive which the Administrator, Secretary and Manager all having access to 24/7, has continued still to be successful, and it is still accessible to all staff and committee if requested.

The yearly policy 'review cycle' has been completed for this last school year. The new EYFS guidance has been the focus for the order the policies are reviewed during that cycle.

Feltwell Playgroup are excited and very passionate about this next year and the opportunities we will be given to continue our growth in the popular setting, we are proud to be a part of!

It is thriving and is continuing to be a popular setting for children to attend. We are proud to have a committee and staff who continue to grow as one team. A team who supports each other, thrive on working hard, always sharing positive ideas for the Playgroups families and ideas to help Playgroups future be successful. A team whom are loyal, trustworthy, experienced, qualified people. A team who always have the best interests for Feltwell Playgroup.

Jonathan Irving, Chairman, Feltwell Playgroup



# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2024 to Aug 31, 2025

Report Type: Accrual (Paid & Unpaid)

Sep 01, 2024  
to Aug 31, 2025

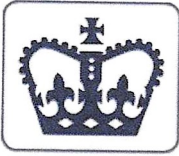
### ACCOUNTS

Income	
Donations received	£2,639.85
EYPP	£428.50
Fees Received	£5,771.00
Fund Raising	£1,607.31
Funding Received 3/4 YR	£103,395.26
Funding SEN	£2,201.10
Investments – Interest	£96.54
Miscellaneous Revenue	£2.00
Registration	£25.00
<b>Total Income</b>	<b>£116,166.56</b>
<b>Total Cost of Goods Sold</b>	<b>£0.00</b>
<b>Gross Profit</b>	<b>£116,166.56</b>
As a percentage of Total Income	100.00%

## Operating Expenses

Accountant	£100.00
Cleaning & Toiletries	£632.43
Craft Supplies	£346.41
DBS & EY2	£155.09
EYPP Purchases	£42.16
Electric	£25.80
Environment	£2,242.44
First Aid	£35.99
Food & Drink	£407.64
Fund Raising Costs	£99.46
General Setting Items	£336.51
Gifts-Children	£292.62
Gifts-Staff/Committee	£600.00
Insurance	£852.22
Memberships	£284.00
Office Supplies	£935.36
Online Fees and Charges	£274.59
Paper Towels	£189.54
Payroll - Sage	£110.40
Payroll – Salary & Wages	£95,125.41
Rent	£3,910.40
Repairs & Maintenance	£3,769.69
Samsung & 3	£319.36
Staff Pensions	£4,971.22
Tapestry	£210.00

<b>Operating Expenses</b>	
Tax & NIC	£658.71
Toys & Equipment	£180.16
Training	£57.90
Uncategorized Expense	£51.99
Uniform	£24.00
Waste Disposal	£380.56
<b>Total Operating Expenses</b>	<b>£117,622.06</b>
<b>Net Profit</b>	
As a percentage of Total Income	<b>-£1,455.50</b> -1.25%



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
FELTWELL PLAYGROUP

**On accounts for the year  
ended**

31<sup>st</sup> August 2025      **Charity no  
(if any)**      1028560

**Set out on pages**

1-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> August 2025.

**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:** 09/10/2024

**Name:** Karen Wharf

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

**Address:**

7 The Lammas,  
Mundford, Thetford  
Norfolk IP16 5DS

# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2024 to Aug 31, 2025

Report Type: Accrual (Paid & Unpaid)

### ACCOUNTS

Sep 01, 2024  
to Aug 31, 2025

#### Income

Donations received	£2,639.85
EYPP	£428.50
Fees Received	£5,771.00
Fund Raising	£1,607.31
Funding Received 3/4 YR	£103,395.26
Funding SEN	£2,201.10
Investments – Interest	£96.54
Miscellaneous Revenue	£2.00
Registration	£25.00
<b>Total Income</b>	<b>£116,166.56</b>

#### Total Cost of Goods Sold

£0.00

#### Gross Profit

£116,166.56

As a percentage of Total Income

100.00%

## Operating Expenses

Accountant	£100.00
Cleaning & Toiletries	£632.43
Craft Supplies	£346.41
DBS & EY2	£155.09
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Repairs & Maintenance	£3,769.69
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Staff Pensions	£4,971.22
Tapestry	£210.00

**Operating Expenses**

Tax & NIC	£658.71
Toys & Equipment	£180.16
Training	£57.90
Uncategorized Expense	£51.99
Uniform	£24.00
Waste Disposal	£380.56
<b>Total Operating Expenses</b>	<b>£117,622.06</b>

**Net Profit**

As a percentage of Total Income

**-£1,455.50**  
-1.25%

# Balance Sheet

## FELTWELL PLAYGROUP

As of Aug 31, 2025

Report Type: Accrual (Paid & Unpaid)

<b>ACCOUNTS</b>	<b>Aug 31, 2025</b>
<b>Assets</b>	
<b>Cash and Bank</b>	
Business Premium ME	£6,000.00
Cash on Hand	£774.80
Community	£1,762.30
<b>Total Cash and Bank</b>	<b>£8,537.10</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>£0.00</b>
<b>Long-term Assets</b>	
Small Equipment	£37.12
<b>Total Long-term Assets</b>	<b>£37.12</b>
<b>Total Assets</b>	<b>£8,574.22</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>£0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>£0.00</b>
<b>Total Liabilities</b>	<b>£0.00</b>

## Equity

### Retained Earnings

Profit for all prior years

£4,371.24

Profit between Jan 1, 2025 and Aug 31, 2025

£2,388.44

Owner's Equity

£1,814.54

**Total Retained Earnings**

**£8,574.22**

**Total Equity**

**£8,574.22**

Reviewed Karen Wharf Accounting  
9.10.2025

**FELTWELL PLAYGROUP**

England & Wales - Charity number 1028560

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# Accounts

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## **Feltwell Playgroup**

TRUSTEES ANNUAL REPORT for period of 01.09.2023- 31.08.2024

CHARITY NAME: - Feltwell Playgroup

CHARITY ADDRESS: The W.I. Hall, The Beck, Feltwell, IP26 4DB

REGISTRATION NUMBER: - 1028560

TRUSTEES FOR 2023-2024: - Jonathan Irving, Merle Gallagher, Lisa Paterson, Julian Gallagher, Anne Tappin

CONSTITUTION: Adopted in July 2014, amended 3 July 2019

Feltwell Playgroup has seen another overall rewarding year.

Our service was open for all families to use. We had lots of enquiries due to being the only setting in the area and accommodated as many children as we possibly could, which resulted in Feltwell Playgroup showing healthy numbers in children attending.

We had a maximum of **41** children on our registers, between the ages of 2 years and 5 years. With an average of approximately **22** attending each session. Our sessions run Monday to Friday in line with Norfolk County school term times. Sessions available each day are from 9am till 11.30am, 9am till 12.30pm, 9am till 3pm, and 12.30pm till 3.00pm. We offer a financially accessible service, with our hourly rate reflecting this as we are reasonably priced in comparison to other settings, and we continue to have children attending from surrounding villages, as well as from Feltwell.

We have not increased our fees since April. We continue to only charge half fees being if the child is absent. We welcome children who are accessing the government's 15 hours funding each week, as well as those who are entitled to the extended 30-hour funding for 3- & 4-year-olds. We also provide 2-year-old-funding for those parents that qualify under the new government scheme.

Our Playgroup is based in the first purpose-built village school – now known as The W.I. (Women's Institute) Hall owned by the Edmund De Moundeford Trust, which comprises of 4 areas including a kitchen, the main hall, the toilet area and a secure outdoor area. The Edmund De Moundeford Trust continue to support our Charity Status Playgroup with required maintenance. The Trust have installed solar panels during the summer term and are paying our electricity bill. Without that support we would be unlikely to be able to run our pre-school.

Throughout the year all staff and committee continued to work as one team ensuring we offered the best service we could to all our families, and offering a service accessible to everyone registered with us. We continue to seek new trustees for the committee by inviting parents to termly meetings, emailing application forms and enclosing invites to our Starter Pack.

We offered support to the Guardians of the children transitioning from Playgroup to primary school, and were delighted to see some of these children have the opportunity to visit their new schools. We held our annual graduation assembly at the setting, and invited just the leavers and their families to that event. They celebrated their last morning with water, potion making, craft tables and colour bomb fights, which was enjoyed by children and adults! We put together a slide show to show the progress and growth the children showed from first joining our setting to leaving it to start school. As a goodbye gift from Playgroup, they had a leavers T-shirts that had been coloured bombed.

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Our fundraising events were fun and successful. This included cake sales, Christmas photos, summer photos and a raffle at the local village fete. These enabled us to fundraise with Playgroup guardians

and also some local business to help grow our connection within the village. Members of the community organised events in the village and proceeds were generously donated to Feltwell Playgroup, which enabled us to purchase new equipment for inside and outside the setting.

We are a team of 8 members of staff, 7 practitioners and 1 administrator. Staff and committee members have continued to complete the necessary training, this ensuring they can continue to deliver the best service to our families, whilst ensuring all training is kept up to date.

Staff members continue to support each other when on training courses, to ensure that adult:child ratios are correct at all times. We, Feltwell Playgroup, pay for the courses and the practitioner's time to attend the courses to support them while training. Future training has been discussed with Staff and Committee which they can attend, to ensure we continue to deliver the best service to Playgroup and its families. We have also embraced the online courses, and meetings on ZOOM and will continue to hold Playgroup meetings virtually. Our Notice board at Playgroup, our website, Facebook page and Tapestry (Playgroup's chosen online journal) – are all regularly monitored and information is updated, these being alongside emails and newsletters being sent to parents.

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Jonathan Irving, Chairman, Feltwell Playgroup

# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2023 to Aug 31, 2024

ACCOUNTS	Sep 01, 2023 to Aug 31, 2024
<b>Income</b>	
Donations received	£639.07
Fees Received	£9,773.00
Fund Raising	£2,520.03
Funding Received 3/4 YR	£99,431.07
Funding SEN	£1,680.76
Investments – Interest	£50.31
Miscellaneous Revenue	£12.00
Registration	£150.00
Uncategorized Income	£26.77
<b>Total Income</b>	<b>£114,283.01</b>
<b>Total Cost of Goods Sold</b>	<b>£0.00</b>
<b>Gross Profit</b>	<b>£114,283.01</b>
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Accountant	£100.00
Cleaning & Toiletries	£501.95
Craft Supplies	£302.52
DBS & EY2	£183.20

Operating Expenses	
Environment	£965.66
First Aid	£46.31
Fixtures & fittings	£806.49
Food & Drink	£457.77
Fund Raising Costs	£189.79
General Setting Items	£513.40
Gifts-Children	£236.69
Gifts-Staff/Committee	£314.48
Insurance	£831.60
Memberships	£115.00
Office Supplies	£336.19
Online Fees and Charges	£472.24
Paper Towels	£289.56
Payroll - Sage	£88.20
Payroll – Salary & Wages	£87,168.28
Postage & Delivery	£13.05
Rent	£3,952.00
Repairs & Maintenance	£248.66
Samsung & 3	£381.48
Staff Pensions	£4,600.12
Tapestry	£192.00
Tax & NIC	£2,706.98
Toys & Equipment	£265.45
Training	£190.00
Uncategorized Expense	£38.77

**Operating Expenses**

Waste Disposal £373.56

**Total Operating Expenses £106,881.40**

**Net Profit £7,401.61**

As a percentage of Total Income 6.48%



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
FELTWELL PLAYGROUP

**On accounts for the year  
ended**

31<sup>st</sup> August 2024

**Charity no  
(if any)**

1028560

**Set out on pages**

1 - 5

sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> August 2024

**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:**

*K Wharf*

**Date:**

10/10/2024

**Name:**

Karen Wharf

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

**Address:**

7 The Lammas,  
Mundford, Thetford  
Norfolk IP26 5DS

# Profit and Loss

## FELTWELL PLAYGROUP

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Donations received	£639.07
Fees Received	£11,035.50
Fund Raising	£2,520.03
Funding Received 3/4 YR	£99,431.07
Funding SEN	£1,680.76
Investments – Interest	£50.31
Miscellaneous Revenue	£12.00
Registration	£150.00
Uncategorized Income	£26.77
<b>Total Income</b>	<b>£115,545.51</b>
<b>Total Cost of Goods Sold</b>	<b>£0.00</b>
<b>Gross Profit</b> As a percentage of Total Income	<b>£115,545.51</b> 100.00%
<b>Operating Expenses</b>	
Accountant	£100.00
Cleaning & Toiletries	£501.95
Craft Supplies	£302.52
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<b>Operating Expenses</b>	
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Tax & NIC	£2,706.98
Toys & Equipment	£271.04
Training	£190.00
Uncategorized Expense	£26.77

<b>Operating Expenses</b>	
Waste Disposal	£373.56
<b>Total Operating Expenses</b>	<b>£108,146.83</b>
<b>Net Profit</b>	<b>£7,398.68</b>
As a percentage of Total Income	6.40%

# Balance Sheet

## FELTWELL PLAYGROUP

As of Aug 31, 2024

ACCOUNTS	Aug 31, 2024
<b>Assets</b>	
<b>Cash and Bank</b>	
Business Premium ME	£7,500.00
Cash on Hand	£997.59
Community	£1,495.01
<b>Total Cash and Bank</b>	<b>£9,992.60</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>£0.00</b>
<b>Long-term Assets</b>	
Small Equipment	£37.12
<b>Total Long-term Assets</b>	<b>£37.12</b>
<b>Total Assets</b>	<b>£10,029.72</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>£0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>£0.00</b>
<b>Total Liabilities</b>	<b>£0.00</b>

**Equity****Retained Earnings**

Profit for all prior years £3,019.06

Profit between Jan 1, 2024 and Aug 31, 2024 £5,196.12

Owner's Equity £1,814.54

**Total Retained Earnings £10,029.72**

**Total Equity £10,029.72**

**FELTWELL PLAYGROUP**

England & Wales - Charity number 1028560

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# Accounts

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## **Feltwell Playgroup**

TRUSTEES ANNUAL REPORT for period of 01.09.2022- 31.08.2023

CHARITY NAME: - Feltwell Playgroup

CHARITY ADDRESS: The W.I. Hall, The Beck, Feltwell, IP26 4DB

REGISTRATION NUMBER: - 1028560

TRUSTEES FOR 2022-2023: - Jonathan Irving, Merle Gallagher, Lisa Paterson, Julian Gallagher, Anne Tappin

CONSTITUTION: Adopted in July 2014, amended 3 July 2019

Feltwell Playgroup has seen another overall rewarding year.

Our service was open for all families to use. We had lots of enquiries due to being the only setting in the area and accommodated as many children as we possibly could, which resulted in Feltwell Playgroup showing healthy numbers in children attending.

We had a maximum of **43** children on our registers, between the ages of 2 years and 5 years. With an average of approximately **21** attending each session. Our sessions run Monday to Friday in line with Norfolk County school term times. Sessions available each day are from 9am till 11.30am, 9am till 12.30pm, 9am till 3pm, and 12.30pm till 3.00pm. We offer a financially accessible service, with our hourly rate reflecting this as we are reasonably priced in comparison to other settings, and we continue to have children attending from surrounding villages, as well as from Feltwell.

We increased our fees from April 2023 to ensure we could support staff in line with the increase of minimum wage in April 2023. We continue to only charge half fees being if the child is absent. We welcome children who are accessing the government's 15 hours funding each week, as well as those who are entitled to the extended 30-hour funding for 3- & 4-year-olds. We also provide 2-year-old-funding for those parents that qualify.

Our Playgroup is based in the first purpose-built village school – now known as The W.I. (Women's Institute) Hall owned by the Edmund De Moundeford Trust, which comprises of 4 areas including a kitchen, the main hall, the toilet area and a secure outdoor area. The Edmund De Moundeford Trust continue to support our Charity Status Playgroup with required maintenance. In previous years there were talks about having a new building built by The Trust for Feltwell Playgroup, but this will no longer happen due to the cost of such a build. Instead, The Trust have replaced our setting windows and guttering. The Trust currently pay our electricity bill. New children's toilets and sinks were also installed.

Throughout the year all staff and committee continued to work as one team ensuring we offered the best service we could to all our families, and offering a service accessible to everyone registered with us. We continue to seek new trustees for the committee by inviting parents to termly meetings, emailing application forms and enclosing invites to our Starter Pack. We were able to recruit a new committee member.

We offered support to the Guardians of the children transitioning from Playgroup to primary school, and were delighted to see some of these children have the opportunity to visit their new schools.

We held our annual graduation assembly at the setting, and invited just the leavers and their families to that event. They celebrated their last morning with water, potion making, craft tables and colour bomb fights, which was enjoyed by children and adults! We put together a slide show to show the progress and growth the children showed from first joining our setting to leaving it to start school. As a goodbye gift from Playgroup, they had a leavers T-shirts that had been coloured bombed.

To celebrate Christmas this year, the children made festive placemats for their families to buy and help fundraise monies for the children's Christmas activities. They had a week of Christmas themed fun and games whilst wearing Christmas jumpers, and all received a goody bag from us. We held a week of Christmas photos being taken for families to purchase any number of pictures they would like. This was a great and successful way to raise funds for Playgroup.

Our fundraising events were fun and we saw some new ideas being a success. This included cake sales, Christmas photos, summer photos and a raffle at the local village fete. These enabled us to fundraise with Playgroup guardians and also some local business to help grow our connection within the village.

We are a team of 8 members of staff, 7 practitioners and 1 administrator. Staff and committee members have continued to complete the necessary training, this ensuring they can continue to deliver the best service to our families, whilst ensuring all training is kept up to date.

Staff members continue to support each other when on training courses, to ensure that adult:child ratios are correct at all times. We, Feltwell Playgroup, pay for the courses and the practitioner's time to attend the courses to support them while training. Future training has been discussed with Staff and Committee which they can attend, to ensure we continue to deliver the best service to Playgroup and its families. We have also embraced the online courses, and meetings on ZOOM and will continue to hold Playgroup meetings virtually. Our Notice board at Playgroup, our website, Facebook page and Tapestry (Playgroup's chosen online journal) - are all regularly monitored and information is updated, these being alongside emails and newsletters being sent to parents.

We continue to encourage online fee payments, which has been encouraging for our move to be predominantly online transactions. Up-front 'termly' and 'half termly' payments continue to be made by the majority of our families. We do still give the option, when requested (and with a pre-written agreement), for our families to pay weekly.

Our bank account is dual signing so Playgroup monies in and out can be monitored more efficiently. We employ the services of a registered accountant who will audit the Playgroup accounts each term, and for our end of year financial report. Alongside our Profit & Loss Financials, our processes for completing our accounts continue to develop in a positive manor. Our contingency money has been used when needed, and has helped us through this last year. Our autumn term is normally a financial struggle due to staggered start dates and hours as chosen by parents. During this autumn term we were fortunate enough to receive a generous donation of £3000 which helped us through to Christmas.

The shared drive which the Chairman, Administrator and Manager all having access to 24/7, has continued still to be successful, and it is still accessible to all staff and committee if requested.

The yearly policy 'review cycle' has been completed for this last school year. The new EYFS guidance has been the focus for the order the policies are reviewed during that cycle.

Feltwell Playgroup are excited and very passionate about this next year and the opportunities we will be given to continue our growth in the popular setting, we are proud to be a part of!

It is thriving and is continuing to be a popular setting for children to attend. We are proud to have a committee and staff who continue to grow as one team. A team who supports each other, thrive on working hard, always sharing positive ideas for the Playgroups families and ideas to help Playgroups future be successful. A team whom are loyal, trustworthy, experienced, qualified people. A team who always have the best interests for Feltwell Playgroup.

Jonathan Irving, Chairman, Feltwell Playgroup

# Cash Flow

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2022 to Aug 31, 2023

<b>CASH INFLOW AND OUTFLOW</b>		<b>Sep 01, 2022 to Aug 31, 2023</b>
<b>Operating Activities</b>		
Sales		£100,377.69
Purchases		-£13,456.06
Payroll		-£86,408.84
<b>Net Cash from Operating Activities</b>		<b>£512.79</b>
<b>Investing Activities</b>		
<b>Net Cash from Investing Activities</b>		<b>£0.00</b>
<b>Financing Activities</b>		
<b>Net Cash from Financing Activities</b>		<b>£0.00</b>

### OVERVIEW

<b>Starting Balance</b>	<b>£2,081.13</b> As of 2022-09-01
Gross Cash Inflow	£101,438.15
Gross Cash Outflow	£100,925.36
<b>Net Cash Change</b>	<b>£512.79</b>
<b>Ending Balance</b>	<b>£2,593.92</b> As of 2023-08-31

# HM Revenue & Customs

## Corporation Tax Return for the accounting period ended 31 August 2023.

This is a copy of the information that will be transmitted to HM Revenue & Customs once authorised by you. The copy includes all completed supplementary pages and attachments. Before transmitting the return (or amendment) information to HM Revenue & Customs using the Corporation Tax online filing system, would you please check that the information is correct to the best of your knowledge and belief. If you give false information or conceal any income or chargeable gains you may be liable to financial penalties.

The HM Revenue & Customs IRmark number assigned to the Corporation Tax Return information is:  
**A5YHIB6C5ZNWX6YKGWOGXCIYICLYGSAR**

This number appears on each page of this copy, which is consecutively numbered from 1 to 16  
The following details comprise the information to be sent electronically.

Name	UTR
Feltwell Playgroup	5164323978

Where the Corporation Tax Return (or amended Return) contains a claim for repayment, your signature confirms that you have authorised HM Revenue & Customs to make any repayment arising from this return to the nominee as detailed on the form.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Your Company Tax Return

If we send the company a 'Notice' to deliver a Company Tax Return it has to comply by the filing date or we charge a penalty, even if there is no tax to pay.

A return includes a Company Tax Return form, any supplementary pages, accounts, computations and any relevant information. The CT600 Guide tells you how the return must be formatted and delivered. It contains general information you may need to deliver your return, links to more detailed advice and box-by-box guidance for this form and the supplementary pages.

The forms in the CT600 series set out the information we need and provide a standard format for calculations.

## Company information

1	Company name	Feltwell Playgroup									
2	Company registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Tax reference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Type of company	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Northern Ireland (NI)

Put an 'X' in the appropriate boxes below

5	NI trading activity	<input type="checkbox"/>	6	SME	<input type="checkbox"/>
7	NI employer	<input type="checkbox"/>	8	Special circumstances	<input type="checkbox"/>

## About this return

This is the tax return for the company named above, for the period below

30	from DD MM YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	35	to DD MM YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Put an 'X' in the appropriate boxes below

40	A repayment is due for this return period	<input type="checkbox"/>
45	Claim or relief affecting an earlier period	<input type="checkbox"/>
50	Making more than one return for this company now	<input type="checkbox"/>
55	This return contains estimated figures	<input type="checkbox"/>
60	Company part of a group that is not small	<input type="checkbox"/>
65	Notice of disclosable avoidance schemes	<input type="checkbox"/>
	Transfer pricing	
70	Compensating adjustment claimed	<input type="checkbox"/>
75	Company qualifies for SME exemption	<input type="checkbox"/>







## Tax calculation - continued

<b>Corporation Tax</b> - total of boxes 345, 360, 375, 395, 410 and 425	<b>430</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<b>0</b>
<b>Marginal relief</b>	<b>435</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
<b>Corporation Tax chargeable</b> - box 430 minus box 435	<b>440</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<b>0</b>

## Reliefs and deductions in terms of tax

<b>445</b>	<b>Community Investment Tax Relief</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>																
<b>450</b>	<b>Double Taxation Relief</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>																
<b>455</b>	<b>Put an 'X' in box 455 if box 450 includes an underlying rate relief claim</b>																				<input type="checkbox"/>	
<b>460</b>	<b>Put an 'X' in box 460 if box 450 includes an amount carried back from a later period</b>																					<input type="checkbox"/>
<b>465</b>	<b>Advance Corporation Tax</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>																
<b>470</b>	<b>Total reliefs and deduction in terms of tax</b> - total of boxes 445, 450 and 465	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>																

## Coronavirus support schemes and overpayments (see CT600 Guide for definitions)

<b>471</b>	<b>Coronavirus Job Retention Scheme (CJRS) received</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
<b>472</b>	<b>CJRS entitlement</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
<b>473</b>	<b>CJRS overpayment already assessed or voluntary disclosed</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	
<b>474</b>	<b>Other coronavirus overpayments</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	

## Energy profits levy

<b>986</b>	<b>Energy (Oil and Gas) Profits Levy (EOGPL) amounts liable</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<b>0</b>	<b>0</b>
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## Calculation of tax outstanding or overpaid

<b>475</b>	<b>Net Corporation Tax liability</b> - box 440 minus box 470	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<b>0</b>														
<b>480</b>	<b>Tax payable on loans and arrangements to participators</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>															
<b>485</b>	<b>Put an 'X' in box 485 if you completed box A70 in the supplementary pages CT600A</b>																				<input type="checkbox"/>
<b>490</b>	<b>Controlled Foreign Companies (CFC) tax payable</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>															
<b>495</b>	<b>Bank levy payable</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>															
<b>496</b>	<b>Bank surcharge payable</b>	£	<input type="text"/>	.	<input type="text"/>	<input type="text"/>															













### Bank details (for a person to whom a repayment is to be made)

<b>920</b>	<b>Name of bank or building society</b>	<input type="text"/>
<b>925</b>	<b>Branch sort code</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>930</b>	<b>Account number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>935</b>	<b>Name of account</b>	<input type="text"/>
<b>940</b>	<b>Building society reference</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Payments to a person other than the company

<b>945</b>	<b>Complete the authority below if you want the repayment to be made to a person other than the company I, as (enter status - for example, company secretary, treasurer, liquidator or authorised agent)</b>	<input type="text"/>
<b>950</b>	<b>of (enter company name)</b>	<input type="text"/>
<b>955</b>	<b>authorise (enter name)</b>	<input type="text"/>
<b>960</b>	<b>of address (enter address)</b>	<input type="text"/>
<b>965</b>	<b>Nominee reference</b>	<input type="text"/>
	<b>to receive payment on company's behalf</b>	
<b>970</b>	<b>Name</b>	<input type="text"/>

### Declaration

<b>Declaration</b>	
I declare that the information I have given on this Company Tax Return and any supplementary pages is correct and complete to the best of my knowledge and belief.	
I understand that giving false information in the return, or concealing any part of the company's profits or tax payable, can lead to both the company and me being prosecuted.	
<b>975</b>	<b>Name</b> M GALLAGHER
<b>980</b>	<b>Date</b> DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>985</b>	<b>Status</b> Adminisatrator

## **Breakdown of accounts and computations attachments**

The inclusion of accounts and computations on this return differs and this cannot be indicated on the Form itself.

For further clarification:

### **Accounts**

No accounts are attached for the following reason

Other - PDF attached with explanation

### **Computations**

Computations relating to this period are attached

HM Revenue  
& Customs

## Company Tax Return – supplementary page

Charities and Community Amateur Sports Clubs (CASCs)

CT600E (2015) Version 3 for accounting periods starting on or after 1 April 2015

## Guidance

Guidance about when and how to complete this supplementary page can be found in the CT600 Guide.

For further information read *What supplementary pages do I need to complete and include as part of the Company Tax Return?* to find out what supplementary pages you need to complete.

Also, read the *Important points about all supplementary pages* and *CT600E - Charities and Community Amateur Sports Clubs (CASCs)* for further guidance about completing this supplementary page.

## Company information

E1	Company name (name of charity or CASC)	Feltwell Playgroup
E2	Tax reference	5 1 6 4 3 2 3 9 7 8
Period covered by this supplementary page (cannot exceed 12 months)		
E3	from DD MM YYYY	0 1 0 9 2 0 2 2
E4	to DD MM YYYY	3 1 0 8 2 0 2 3

## Claims to exemption (this section should be completed in all cases)

Charity/CASC repayment reference	E5	
Charity Commission registration number, or OSCR number (if applicable)	E10	1028560
Put an 'X' in the relevant box if during the period covered by these supplementary pages:		
The company was a charity/CASC and is claiming exemption from all tax on all or part of its income and gains (Also put an 'X' in box E15 if the company was a charity/CASC but had no income or gains in the period)	E15	X
All income and gains are exempt from tax and have been, or will be, applied for charitable or qualifying purposes only	E20	X
Some of the income and gains may not be exempt or have not been applied for charitable or qualifying purposes only, and I have completed form CT600	E25	
I claim exemption from tax		
Name	E30	M GALLAGHER
Status	E35	Adminisrator
Date DD MM YYYY	E40	



## Information required

Charity/CASC assets	Disposals in period (total consideration received)	Held at the end of the period (use accounts figures)
Tangible fixed assets	E130 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	E135 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 3 7
UK investments (excluding controlled companies)	E140 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	E145 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Shares in, and loans to, controlled companies	E150 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	E155 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Overseas investments	E160 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	E165 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Loans and non-trade debtors		E170 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other current assets		E175 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 5 9 4
Qualifying investments and loans <i>Applies to charities only. See CT600 Guide</i>		E180 <input type="text"/>
Value of any non-qualifying investments and loans <i>Applies to charities only. See CT600 Guide</i>		E185 £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Number of subsidiary or associated companies the charity controls at the end of the period. Exclude companies that were dormant throughout the period		E190 <input type="text"/>

**FELTWELL PLAYGROUP**

England & Wales - Charity number 1028560

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# Accounts

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## **Feltwell Playgroup**

TRUSTEES ANNUAL REPORT for period of 01.09.2021- 31.08.2022

CHARITY NAME: - Feltwell Playgroup

CHARITY ADDRESS: The W.I. Hall, The Beck, Feltwell, IP26 4DB

REGISTRATION NUMBER: - 1028560

TRUSTEES FOR 2021-2022: - Jonathan Irving, Merle Gallagher, Lisa Paterson, Julian Gallagher

CONSTITUTION: - Adopted in July 2014, amended 3 July 2019.

Feltwell Playgroup has seen another overall rewarding year following a worldwide pandemic!

Our service was open for all families to use. 2 settings in neighbouring villages closed down in March 2022 and July 2022. We had lots of enquiries because of the closures and accommodated as many children as we possibly could, which resulted in Feltwell Playgroup showing healthy numbers in children attending.

We had a maximum of 40 children on our registers, between the ages of 2 years and 5 years. With an average of approximately 21 attending each session. Our sessions run Monday to Friday in line with Norfolk County school term times. Sessions available each day are from 9am till 11.30am, 9am till 12.30pm, 9am till 3pm, and 12.30pm till 3.00pm. We offer a financially accessible service, with our hourly rate reflecting this as we are reasonably priced in comparison to nearby settings, and we continue to have children attending from surrounding villages, as well as from Feltwell.

We saw an increase in fees, but continue to only charge half fees being if the child is absent. The increase was to ensure we could support staff with a pay rise in preparation for the national minimum wage increase which rose in April. We welcome children who are accessing the government's 15 hours funding each week, as well as those who are entitled to the extended 30-hour funding for 3- & 4-year-olds. We also provide 2-year-old-funding for those parents that qualify.

Our Playgroup is based in the first purpose-built village school - now known as The W.I. (Women's Institute) Hall owned by the Edmund De Moundeford Trust, which comprises of 4 areas including a kitchen, the main hall, the toilet area and a secure outdoor area. The Edmund De Moundeford Trust continue to support our Charity Status Playgroup, and we are all still very excited for the future, and our relationship of working together grow further in a new building to be built by The Trust. The new built has been delayed by 3-5 years by The Trust to the rise in cost and the current war in the Ukraine. We were told that building a new setting will be revisited to be discussed in 2 years. Due to this we have been told that improvements to the current setting's windows and bathrooms will be undertaken in the coming months.

Throughout the year all staff and committee continued to work as one team ensuring we offered the best service we could to all our families, and offering a service accessible to everyone registered with us. We continue to seek new trustees for the committee by inviting parents to termly meetings, emailing application forms and enclosing invites to our Starter Pack.

We welcomed back the support we could offer to the Guardians of the children transitioning from Playgroup to primary school, and were delighted to see some of these children have the opportunity to visit their new schools.

We held our annual graduation assembly at the setting, and invited just the leavers and their families to that event. They celebrated their last morning with water, slime and colour bomb fights, which was enjoyed by children and adults! We put together a slide show to show the progress and growth the children showed from first joining our setting to leaving it to start school. As a goodbye gift from Playgroup they had a leavers T-shirts that had been coloured bombed.

To celebrate Christmas this year, the children made festive placemats for their families to buy and help fundraise monies for the children's Christmas activities. They had a week of Christmas themed fun and games whilst wearing Christmas jumpers, and all received a goody bag from us.

We are a full team, with 2 of our newest practitioners currently studying for their NVQ level 3 qualification and an additional new member of staff.

Staff and committee members have continued to complete the necessary training, this ensuring they can continue to deliver the best service to our families, whilst ensuring all training is kept up to date.

Staff members continue to support each other when on training courses, to ensure that adult:child ratios are correct at all times. We, Feltwell Playgroup, pay for the courses and the practitioner's time to attend the courses to support them while training. Future training has been discussed with Staff and Committee which they can attend, to ensure we continue to deliver the best service to Playgroup and its families. We have also embraced the online courses, and meetings on ZOOM and will continue to hold Playgroup meetings virtually. Our Notice board at Playgroup, our website, Facebook page and Tapestry (Playgroup's chosen online journal) - are all regularly monitored and information is updated, these being alongside emails and newsletters being sent to parents.

Our fundraising events were fun and we saw some new ideas being a success. These enabled us to fundraise with Playgroup guardians and also some local business to help grow our connection within the village.

Following the pandemic, we continued to encouraged online fee payments, which has been encouraging for our move to be predominantly online transactions. Up-front 'termly' and 'half termly' payments continue to be made by the majority of our families. We do still give the option, when requested (and with a pre-written agreement), for our families to pay weekly.

Our bank account is dual signing so Playgroup monies in and out can be monitored more efficiently. We employ the services of a registered accountant who will audit the Playgroup accounts each term, and for our end of year financial report. Alongside our Profit & Loss Financials, our processes for completing our accounts continue to develop in a positive manor. Our contingency money has been used when needed, and has helped us through this last year.

The shared drive which the Chairman, Administrator and Manager all having access to 24/7, has continued still to be successful, and it is still accessible to all staff and committee if requested.

The yearly policy 'review cycle' has been completed for this last school. We will have the new EYFS guidance being the focus for the order the policies are reviewed for this next yearly cycle.

Feltwell Playgroup are excited and very passionate about this next year and the opportunities we will be given to continue our growth in the popular setting, we are proud to be a part of!

It is thriving and is continuing to be a popular setting for children to attend. We are proud to have a

committee and staff who continue to grow as one team. A team who supports each other, thrive on

working hard working, always sharing positive ideas for the Playgroups families and ideas to help

Playgroups future be successful. A team whom are loyal, trustworthy, experienced, qualified people.

A team who always have the best interests for Feltwell Playgroup.

**Jonathan Irving, Chairman, Feltwell Playgroup**

# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2021 to Aug 31, 2022

ACCOUNTS	Sep 01, 2021 to Aug 31, 2022
<b>Income</b>	
Fees Received	£10,374.94
Fund Raising	£690.77
Funding Received 3/4 YR	£65,613.78
Investments – Interest	£0.20
Miscellaneous Revenue	£3,000.00
Registration	£175.00
Uniform Sales	£64.00
<b>Total Income</b>	<b>£79,918.69</b>
<b>Total Cost of Goods Sold</b>	
	<b>£0.00</b>
<b>Gross Profit</b>	
As a percentage of Total Income	£79,918.69 100.00%
<b>Operating Expenses</b>	
Accountant	£100.00
Cleaning & Toiletries	£155.05
Consumables	£34.99
Covid-19	£63.80
Craft Supplies	£457.21
DBS & EY2	£46.10

<b>Operating Expenses</b>	
EYPP Purchases	£60.00
Environment	£94.52
First Aid	£77.21
Fixtures & fittings	£172.66
Food & Drink	£504.21
General Setting Items	£80.40
Gifts-Children	£230.47
Gifts-Staff/Committee	£90.58
Memberships	£943.56
Mobile Phone	£190.74
Office Supplies	£452.69
Online Fees and Charges	£157.52
Paper Towels	£252.46
Payroll - Sage	£28.80
Payroll – Salary & Wages	£69,293.61
Rent	£3,236.00
Repairs & Maintenance	£142.34
Samsung & 3	£190.74
Speech & Language	£91.92
Staff Pensions	£4,083.79
Tapestry	£153.60
Tax & NIC	£2,580.85
Toys & Equipment	£632.85
Training	£225.00
Uniform	£38.34

<b>Operating Expenses</b>		
Waste Disposal		£325.09
<b>Total Operating Expenses</b>		<b>£85,187.10</b>
<b>Net Profit</b>		<b>-£5,268.41</b>
As a percentage of Total Income		-6.59%

# Balance Sheet

## FELTWELL PLAYGROUP

As of Aug 31, 2022

ACCOUNTS	Aug 31, 2022
<b>Assets</b>	
Total Cash and Bank	£2,093.70
Total Other Current Assets	£0.00
Total Long-term Assets	£37.12
<b>Total Assets</b>	<b>£2,130.82</b>
<b>Liabilities</b>	
Total Current Liabilities	£0.00
Total Long-term Liabilities	£0.00
<b>Total Liabilities</b>	<b>£0.00</b>
<b>Equity</b>	
Total Other Equity	£0.00
Total Retained Earnings	£2,130.82
<b>Total Equity</b>	<b>£2,130.82</b>



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
FELTWELL PLAYGROUP

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1028560

**Set out on pages**

1-4

(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<sup>st</sup> August 2021

**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").

**Independent  
examiner's statement**

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.

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:**

*Karen Wharf*

**Date:**

11.10.2022

**Name:**

Karen Wharf

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

**Address:**

7 The Lammas,  
Mundford, Thetford  
Norfolk IP16 5DS

**FELTWELL PLAYGROUP**

England & Wales - Charity number 1028560

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# Accounts

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## **Feltwell Playgroup**

TRUSTEES ANNUAL REPORT for period of 01.09.2019- 31.08.2020

CHARITY NAME: - Feltwell Playgroup

REGISTRATION NUMBER: - 1028560

TRUSTEES FOR 2020-2021: - Samantha Newman, Merle Gallagher, Lisa Paterson  
Matthew Coster, Julian Gallagher, Jonathan Irving

CONSTITUTION: - Adopted in July 2014, amended 3 July 2019.

Feltwell Playgroup has seen another challenging, but overall rewarding year whilst working alongside a worldwide pandemic! We were very fortunate to stay open for continuous service, from September 2020 to July 2021, but saw a big change in users due to COVID-19.

Our service was open for all families to use, but for a varied number of reasons, such as parents working from home, people staying home keeping safe, we saw a great reduction of children through the doors so we ran with reduced staff from January 2021 through to April 2021, and furloughed staff, either through the Government or in house, who were not in the setting.

We also provided a remote service to those families who were not attending, to continue our support to them and their children.

We applied and received financial support from Norfolk County Council, and also from Edmund De Moundeford Trust. When back up and running to a more normal service, we offered the monies back to the Trust, but they kindly let us keep this, so we have put it to one side ready for the new building.

We had a maximum of 51 children on our registers, between the ages of 2 years and 5 years. With an average of approximately 21 attending each session, our sessions running Monday to Friday in line with Norfolk County school term times. Sessions available each day are: 9am till 11.30am, 9am till 12.30pm, 9am till 3pm, and 12.30pm till 3.00pm. We offer a financially accessible service, with our hourly rate reflecting this as we are reasonably priced in comparison to nearby settings, and we continue to have children attending from surrounding villages, as well as from Feltwell.

Our hourly rate continued throughout the year at £4 per hour, and we continued to only charge half fees if the child is absent. We welcome children who are accessing the government's 15 hours funding each week, as well as those who are entitled to the extended 30-hour funding for 3- & 4-year-olds. We also provide 2-year-old-funding for those parents that qualify. Our Playgroup is based in the first purpose-built village school - now known as The W.I. (Women's Institute) Hall owned by the Edmund De Moundeford Trust, which comprises of 4 areas including a kitchen, the main hall, the toilet area and a secure outdoor area. The Edmund De Moundeford Trust continue to support our Charity Status Playgroup, and we are all still very excited for the future, and our relationship of working together grow further in the new building.

Throughout the year, either working in the setting or remotely, all staff and committee continued to work as one team ensuring we offered the best service we could to all our families, and offering a service accessible to everyone registered with us. Our families continued to support us, and become adaptable with us to the ever-changing Government Guidelines.

We welcomed back the support we could offer to the Guardians of the children transitioning from Playgroup to primary school, and was delighted to see some of these children have the opportunity to visit their new schools, something that was missed last year. We held our annual graduation assembly at the setting,

and invited just the leavers to be able to host this COVID-19 safe event. They celebrated their last afternoon with water, slime and colour bomb fights, which was enjoyed by children and adults! As a goodbye gift from Playgroup they had a leavers T-shirts that had been coloured bombed, and a parent kindly took photos for them all to cherish.

To celebrate Christmas this year, the children made festive placemats for their families to buy and help fundraise monies for the children's Christmas activities. They had a week of Christmas themed fun and games whilst wearing Christmas jumpers, and all received a goody bag from us.

We sadly said goodbye to 2 practitioners this year, so the start of the year saw some team re-structure whilst recruiting, but we are now a full team again, with 2 of our newest practitioners currently participating in an apprenticeship studying for their NVQ level 3 qualification.

We also welcomed a new committee member, who is a father to one of the children currently attending.

Staff and committee members have continued to complete the necessary training, this ensuring they can continue to deliver the best service to our families, whilst ensuring all training is kept up to date. Staff members continue to support each other when on training courses, to ensure that adult:child ratios are correct at all times. We, Feltwell Playgroup, pay for the courses and the practitioner's time to attend the courses to support them while training. Future training has been discussed with Staff and Committee which they can attend, to ensure we continue to deliver the best service to Playgroup and its families. We have also embraced the online courses, and meetings on ZOOM during the lockdown period, and will continue to hold Playgroup meetings virtually. Our Notice board at Playgroup, our website, Facebook page and Tapestry (Playgroup's chosen online journal) - are all regularly monitored and information is updated, these being alongside emails and newsletters being sent to parents. Our fundraising events continued to be limited this year, but we are hopeful 2022 will see the return of some of our favourite events to host! Due to limited contact during and after lockdown, we continued to encourage online Fee payments, which has been encouraging for our move to be predominantly online transactions. Up-front 'termly' and 'half termly' payments continue to be made by the majority of our families. We do still give the option, when requested (and with a pre-written agreement), for our families to pay weekly. Alongside our Profit & Loss Financials, our processes for completing our accounts continue to develop in a positive manor. Our contingency money has been used when needed, and has helped us through this last year. The Chairman received a minimum of remuneration payments this year, but only when above and beyond duties were essential to the Playgroup, and were not able to be delegated.

The shared drive which the Chairman, Administrator and Manager all having access to 24/7, has continued still to be successful, and it is still accessible to all staff and committee if requested.

The yearly policy 'review cycle' has been completed for this last school. We will have COVID-19 and the new EYFS guidance being the focus for the order the policies are reviewed for this next yearly cycle.

With restrictions continuing to be lifted, we Feltwell Playgroup are excited and very passionate about, this next year and the opportunities we will be given to continue our growth in the popular setting, we are proud to be a part of!

Samantha Newman Chairman Feltwell Playgroup (07582 371984)

# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2020 to Aug 31, 2021

### ACCOUNTS

Sep 01, 2020  
to Aug 31, 2021

#### Income

Direct Contract Childcare	£80.00
Donations received	£370.00
Fees Received	£11,524.44
Fund Raising	£126.00
Funding 2 years	£83.92
Funding Received 3/4 YR	£73,168.61
Investments – Interest	£1.77
Miscellaneous Revenue	£10.00
Registration	£480.00
Uniform Sales	£10.00
<b>Total Income</b>	<b>£85,854.74</b>

#### Total Cost of Goods Sold

£0.00

#### Gross Profit

£85,854.74

As a percentage of Total Income

100.00%

<b>Operating Expenses</b>	
Accountant	£804.00
Cleaning & Toiletries	£19.29
Covid-19	£515.53
Craft Supplies	£174.55
DBS & EY2	£152.40
Environment	£110.74
First Aid	£23.17
Fixtures & fittings	£7.89
Food & Drink	£451.08
Gifts-Children	£76.50
Gifts-Staff/Committee	£118.98
Insurance	£719.86
Memberships	£236.98
Office Supplies	£230.59
Online Fees and Charges	£132.47
Paper Towels	£104.29
Payroll – Salary & Wages	£71,424.31
Postage & Delivery	£0.66
Rent	£3,777.20
Repairs & Maintenance	£82.61
Samsung & 3	£361.76
Staff Pensions	£4,474.19
Tax & NIC	£2,750.95
Toys & Equipment	£219.34
Training	£649.00

**Operating Expenses**

Uncategorized Expense	£26.53
Uniform	£212.90
Waste Disposal	£296.40
<b>Total Operating Expenses</b>	<b>£88,154.17</b>

**Net Profit**

As a percentage of Total Income

**-£2,299.43****-2.68%**

# Balance Sheet

## FELTWELL PLAYGROUP

As of Aug 31, 2021

### ACCOUNTS

Aug 31, 2021

#### Assets

##### Cash and Bank

Business Premium ME £500.16

Cash on Hand £0.34

Community £6,861.61

**Total Cash and Bank £7,362.11**

##### Other Current Assets

**Total Other Current Assets £0.00**

##### Long-term Assets

Small Equipment £37.12

**Total Long-term Assets £37.12**

**Total Assets £7,399.23**

#### Liabilities

##### Current Liabilities

**Total Current Liabilities £0.00**

##### Long-term Liabilities

**Total Long-term Liabilities £0.00**

**Total Liabilities £0.00**

**Equity****Retained Earnings**

Profit for all prior years £6,925.40

Profit between Jan 1, 2021 and Aug 31, 2021 -£1,340.71

Owner's Equity £1,814.54

**Total Retained Earnings £7,399.23**

**Total Equity £7,399.23**



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
FELTWELL PLAYGROUP

**On accounts for the year  
ended**

31<sup>st</sup> August 2021  
Charity no (if any) 1028560

**Set out on pages**

(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<sup>st</sup> August 2021

**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").

**Independent  
examiner's statement**

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.

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: *K Wharf*

Date: 4.10.2024

Name: Karen Wharf

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

**Address:**

7 The Lammas,  
Mundford, Thetford  
Norfolk IP26 5DS

# Profit and Loss

## FELTWELL PLAYGROUP

Date Range: Sep 01, 2020 to Aug 31, 2021

### ACCOUNTS

Sep 01, 2020  
to Aug 31, 2021

#### Income

Direct Contract Childcare	£80.00
Donations received	£370.00
Fees Received	£11,524.44
Fund Raising	£126.00
Funding 2 years	£83.92
Funding Received 3/4 YR	£73,168.61
Investments – Interest	£1.77
Miscellaneous Revenue	£10.00
Registration	£480.00
Uniform Sales	£10.00
<b>Total Income</b>	<b>£85,854.74</b>

#### Total Cost of Goods Sold

£0.00

#### Gross Profit

£85,854.74

As a percentage of Total Income

100.00%

<b>Operating Expenses</b>	
Accountant	£804.00
Cleaning & Toiletries	£19.29
Covid-19	£515.53
Craft Supplies	£174.55
DBS & EY2	£152.40
Environment	£110.74
First Aid	£23.17
Fixtures & fittings	£7.89
Food & Drink	£451.08
Gifts-Children	£76.50
Gifts-Staff/Committee	£118.98
Insurance	£719.86
Memberships	£236.98
Office Supplies	£230.59
Online Fees and Charges	£132.47
Paper Towels	£104.29
Payroll – Salary & Wages	£71,424.31
Postage & Delivery	£0.66
Rent	£3,777.20
Repairs & Maintenance	£82.61
Samsung & 3	£361.76
Staff Pensions	£4,474.19
Tax & NIC	£2,750.95
Toys & Equipment	£219.34
Training	£649.00

**Operating Expenses**

Uncategorized Expense	£26.53
Uniform	£212.90
Waste Disposal	£296.40
<b>Total Operating Expenses</b>	<b>£88,154.17</b>

**Net Profit**

As a percentage of Total Income	<b>-£2,299.43</b> -2.68%
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# Balance Sheet

## FELTWELL PLAYGROUP

As of Aug 31, 2021

### ACCOUNTS

Aug 31, 2021

#### Assets

##### Cash and Bank

Business Premium ME £500.16

Cash on Hand £0.34

Community £6,861.61

**Total Cash and Bank £7,362.11**

##### Other Current Assets

**Total Other Current Assets £0.00**

##### Long-term Assets

Small Equipment £37.12

**Total Long-term Assets £37.12**

**Total Assets £7,399.23**

#### Liabilities

##### Current Liabilities

**Total Current Liabilities £0.00**

##### Long-term Liabilities

**Total Long-term Liabilities £0.00**

**Total Liabilities £0.00**

**Equity****Retained Earnings**

Profit for all prior years	£6,925.40
Profit between Jan 1, 2021 and Aug 31, 2021	-£1,340.71
Owner's Equity	£1,814.54
<b>Total Retained Earnings</b>	<b>£7,399.23</b>
<b>Total Equity</b>	<b>£7,399.23</b>