

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 manner. 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
Total Income	£85,854.74

Total Cost of Goods Sold

£0.00

Gross Profit

£85,854.74

As a percentage of Total Income

100.00%

Operating Expenses

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
Total Operating Expenses	£88,154.17

Net Profit	-£2,299.43
As a percentage of Total Income	-2.68%

Balance Sheet

FELTWELL PLAYGROUP

As of Aug 31, 2021

ACCOUNTS

Aug 31, 2021

Assets

Cash and Bank

Business Premium ME	£500.16
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Cash on Hand	£0.34
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Community	£6,861.61
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Total Cash and Bank	£7,362.11
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Other Current Assets

Total Other Current Assets	£0.00
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Long-term Assets

Small Equipment	£37.12
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Total Long-term Assets	£37.12
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Total Assets	£7,399.23
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Liabilities

Current Liabilities

Total Current Liabilities	£0.00
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Long-term Liabilities

Total Long-term Liabilities	£0.00
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Total Liabilities	£0.00
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Equity**Retained Earnings**

Profit for all prior years	£6,925.40
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Profit between Jan 1, 2021 and Aug 31, 2021	-£1,340.71
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Owner's Equity	£1,814.54
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Total Retained Earnings	£7,399.23
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Total Equity	£7,399.23
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**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
FELTWELL PLAYGROUP

**On accounts for the year
ended**

31st 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 31st 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:

4.10.2021

Name:

Karen Wharf

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

Address:

**7 The Lammas,
Mundford, Thetford
Norfolk IP26 5DS**

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