

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

Income

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
Total Income	£79,918.69

Total Cost of Goods Sold

£0.00

Gross Profit

£79,918.69

As a percentage of Total Income

100.00%

Operating Expenses

Accountant	£100.00
Cleaning & Toiletries	£155.05
Consumables	£34.99
Covid-19	£63.80
Craft Supplies	£457.21
DBS & EY2	£46.10

Operating Expenses	
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

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

Balance Sheet

FELTWELL PLAYGROUP

As of Aug 31, 2022

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



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name FELTWELL PLAYGROUP		
On accounts for the year ended	31 st August 2022	Charity no (if any)	1028560
Set out on pages	1 - 4 <small>(remember to include the page numbers of additional sheets)</small>		

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").

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:** 11.10.2022

Name: Karen Wharf

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

Address: 7 The Lammas,
Mundford, Thetford
Norfolk IP16 5DS