

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.

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. 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.

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 manner. 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, 2023 to Aug 31, 2024

ACCOUNTS		Sep 01, 2023 to Aug 31, 2024
Income		
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
Total Income		£114,283.01
Total Cost of Goods Sold		£0.00
Gross Profit		£114,283.01
As a percentage of Total Income		100.00%
Operating Expenses		
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	
As a percentage of Total Income	£7,401.61 6.48%



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
FELTWELL PLAYGROUP

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1028560

Set out on pages

1 - 5

sheet(s)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st 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:

Date:

10/10/2024

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, 2023 to Aug 31, 2024

ACCOUNTS		Sep 01, 2023 to Aug 31, 2024
Income		
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
Total Income		£115,545.51
Total Cost of Goods Sold		£0.00
Gross Profit		£115,545.51
As a percentage of Total Income		100.00%
Operating Expenses		
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	£525.40
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	£88,368.22
Postage & Delivery	£13.05
Rent	£3,952.00
Repairs & Maintenance	£248.66
Samsung & 3	£381.48
Staff Pensions	£4,660.02
Tapestry	£192.00
Tax & NIC	£2,706.98
Toys & Equipment	£271.04
Training	£190.00
Uncategorized Expense	£26.77

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

Balance Sheet

FELTWELL PLAYGROUP

As of Aug 31, 2024

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