



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)
Over Kellet Playgroup

For the financial year beginning on 1st September 2020 and ending on 31st August 2021

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Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Danielle Hodgkinson (Secretary)
Elisabeth Gott (Treasurer)
Lesley Gee
Victoria Karg

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, Lancashire, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2021, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to provide high quality sessional childcare and education in the Village Hall during term-time for children from the age of two until they start school.

While the Coronavirus (Covid-19) pandemic has continued to have an impact on our setting, it is a relief that this year has not seen any further enforced closures. Playgroup opened in September with protective measures in place and remained open as per guidelines during both the November and January/February national lockdowns. We have been very fortunate not to see any spread of infection at Playgroup. However, we have missed meeting parents and carers inside the hall and look forward to further easing of restrictions and a return to normal interactions.

The trustees are very appreciative of all the staff's efforts at this challenging time, in particular their calm and positive approach, flexibility with work hours and determination to maintain high standards of education and care. Our Early Years teacher and manager, Lynsey, has kept the team motivated and parents informed while ensuring the continuation of fun and stimulating activities for the children. We sincerely thank her for her tireless efforts and enthusiasm.

As yet, the biweekly *Enjoy-a-Ball* coaching sessions have not been able to restart. Also, school has understandably not re-opened the pre-school sessions on Monday afternoons. We hope such activities will be reintroduced in the near future.

This year we said goodbye to the long-serving head teacher at Wilson's Endowed Primary School, Jo Williams. The trustees are enormously grateful to her for the assistance and support she has offered Playgroup over many years.

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Manager and Business Manager) manage the charity. The trustees take an



overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Manager and Business Manager.

Financial Activity

The final accounts report a profit of £1,488.77 which is reassuring at such an uncertain time.

The two national lockdowns forced some parents to cut sessions as their employment stopped and occupancy levels also remained lower than expected at other times - reflecting the trend across the Early Years sector during this period. At Christmas the number of hours of attendance were 12% lower than the preceding year and the summer hours of attendance were 10% lower than pre-pandemic July 2019.

Therefore, Playgroup was extremely fortunate that LCC decided to top up the Autumn term Early Education Funding for three and four year olds to match 2019 pre-pandemic attendance levels. Playgroup received an additional payment of £5,984.44 and also a one-off "Covid payment" of £1,000 see *Notes to the Accounts* (2).

The trustees are very grateful to the *Withers Trust* for its generosity in contributing £1,000 this year towards our Hall hire costs.

It is worth mentioning that without the support highlighted above this year would have seen a deficit of (£6,500). We are pleased to remain a sustainable charity through this turbulent time and will endeavour to continue to provide the best care, education and support to our children, families and community.

As always, the trustees recognise the value of training and staff development with £1,040 being spent on a great range of courses - including Storytelling, Parental Engagement, Wellbeing, Reading, First Aid, Exploring Awe & Wonder, Behaviour and the new Statutory Requirements for the EYFS. One of our brilliant members of staff is also pursuing a Level 3 Apprenticeship and we intend to fully support her with this worthy goal.

Regular communication with parents is vital but the cost of the Teachers2Parents texting service was becoming prohibitive. In September, the trustees decided to terminate this contract and purchase a mobile phone instead. This change proved both efficient and cost effective; as the Village Hall acts as a B4RN hub the decision was also taken to cancel the landline.

Unfortunately, Coronavirus restrictions meant that we couldn't hold our usual Open Afternoons this year and fundraising efforts have been at a standstill. Despite this, the trustees have again carried forward a special efforts designated fund see *Notes to the Accounts* (7) which should eventually enable the resurfacing of the "race-track" play area in the garden. £1,321.50 has been raised so far and any special efforts next year will continue to contribute to this designated fund. The play surface is deteriorating but two grant applications and appeals to local businesses for assistance have been unsuccessful.



Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the Summer Term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding* which is available to all children from the term following their third birthday and also some two year olds; (please see www.lancashire.gov.uk/education/childcare).

Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our eight members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium).

Signed on behalf of the Trustees - Chair (Ms Zoe Midgley) :

Date :



Independent Examiner's report to the trustees of

Over Kellet Playgroup

Charity No. 1029338

I report on the accounts for the year 1st September 2020 – 31st August 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

Lancaster District CVS

The Cornerstone, Sulyard Street, Lancaster, LA1 1PX.

23rd November 2021



Receipts and Payments Accounts

		<u>2021</u>	note	<u>2020</u>
OPENING BALANCES				
Bank (Barclays Current)		£27,158.37		£23,200.77
Bank (Barclays Business Premium)		£34,209.04		£34,153.80
Cash (in hand)		£121.17		£147.00
		<u>£61,488.58</u>		<u>£57,501.57</u>
INCOME			(1)	
Fees and Early Education Funding (Unrestricted)				
LCC Early Education Funding (3/4Y)	£65,732.91		(2)	£62,393.91
LCC Early Education Funding (2Y)	£13,611.12			£3,750.00
LCC Covid Payment	£1,000.00			-
Fees	<u>£15,792.30</u>			<u>£12,342.00</u>
		£96,136.33		£78,485.91
Early Education Funding (Restricted)				
AEN	£0.00			£1,783.78
Early Years Pupil Premium	<u>£278.25</u>		(3)	<u>£906.30</u>
		£278.25		£2,690.08
Grants (Restricted)				
Coronavirus Job Retention Scheme (Wages)	-			£4,908.24
Withers Trust (Rent)	£1,000.00			£1,000.00
Nursery Milk Scheme (Kitchen)	<u>£572.78</u>			<u>£460.53</u>
		£1,572.78		£6,368.77
Special Efforts (Unrestricted)				
Christmas Open Afternoon	(£20.00)			£434.80
Online Shopping	<u>£10.49</u>			<u>£36.64</u>
		(£9.51)		£471.44
Sundry Income (Unrestricted)				
Donation		£161.90		£50.00
Bank Interest		£7.28		£55.24
		<u>£98,147.03</u>		<u>£88,121.44</u>



		<u>2021</u>	note	<u>2020</u>
OUTGOINGS				
Early Education Funding (Restricted)				
AEN	£97.99		(4)	£1,355.96
Early Years Pupil Premium	£239.57		(5)	£226.79
		£337.56		
Grants (Restricted)				
Coronavirus Job Retention Scheme (Wages)	-			£4,908.24
Withers Trust (Rent)	£1,000.00			£1,000.00
Nursery Milk Scheme (Kitchen)	£572.78			£460.53
		£1,572.78		£6,368.77
General Funds (Unrestricted)				
Wages	£73,712.82			£58,894.73
Payroll	£355.84			£655.94
Accounts and Administration	£6,699.40			£6,367.00
Rent	£6,969.00		(6)	£4,363.25
Training	£1,039.99			£1,162.43
Pre-School Learning Alliance Insurance	£802.13			£802.13
Equipment – <i>Designated Funds</i>	£0.00		(7)	£0.00
Equipment – <i>Non-Designated Funds</i>	£823.31			£1,044.11
Postage, Stationery & Printing	£616.41			£501.53
Kitchen	£183.76			£199.09
Bank Charges re BACS	£48.00			£36.00
Communications / IT	£2,008.59			£1,339.06
OFSTED reg.	£50.00			£50.00
DBS Disclosures	£48.29			-
Early Years Alliance Membership	£109.25			£108.00
LCC - SSG Membership	£577.50		(8)	£0.00
Maintenance	£428.22			£366.48
Staff Uniform	£4.00			-
Sundry Outgoings	£271.41			£293.16
		<u>£96,658.26</u>		<u>£84,134.43</u>
CLOSING BALANCES				
Bank (Barclays Current)	£28,619.60			£27,158.37
Bank (Barclays Business Premium)	£34,216.32			£34,209.04
Cash (in hand)	£141.43			£121.17
		<u>£62,977.35</u>		<u>£61,488.58</u>



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2021)

	31st August 2021	31st August 2020	Change
Bank (Barclays Current)	* £28,619.60	£27,158.37	£1,461.23
Bank (Barclays Business Premium)	£34,216.32	£34,209.04	£7.28
Cash (in hand)	£141.43	£121.17	£20.26
	£62,977.35	£61,488.58	£1,488.77

* £31,289.70 (less un-presented cheques £1432.25, £798, £52.59 and £383.70 and less pending D/DR £8.80 and plus pending D/DR refund £5.24).

The Charity had no other liabilities at Year End 31st August 2021.

Restricted Funds (at Year End 31st August 2021)

	31st August 2021
AEN (4)	£939.33
EYPP (5)	£718.19
Withers Trust (Rent)	£0.00
Nursery Milk Scheme (Kitchen)	£0.00
	£1,657.52

Reserve Funds (at Year End 31st August 2021)

	31st August 2021
Redundancy Fund	£25,871
Emergency Contingency Fund	£32,219
Projected Deficit Fund *	£2000
Equipment Replacement Fund	£2,500
	£62,590

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 4).

* A deficit is possible in the year 2021/22 due to the uncertainties surrounding the Coronavirus pandemic.



Assets (at Year End 31st August 2021)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2021
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Playhouse (replaced May 14)	1	£462.89	12 Jan 12	£462.89	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile book case	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Dressing-up rail	1	£163.44	25 Oct 13	£163.44	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop <i>Playgroup Manager</i> (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Apple Ipad / case (IT)	2	£745.29	13 Aug 14	£745.29	£0.00
Laptop <i>Business Manager</i> (IT)	1	£399.00	16 Nov 14	£399.00	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Sand and water tray	1	£105.54	14 Aug 15	£105.54	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
New garden area	1	£2021.00	21 Apr 17	£2021.00	£0.00
Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£183.75	£26.25
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£232.74	£166.25
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£56.16	£112.34
Acer Aspire3 Laptop(IT)	2	£798.00	30 Aug 21	£0	£798.00
					£1,102.84

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

- (1) These accounts have been prepared on a receipts and payments basis.
- (2) The Early Education Funding (3/4Y) total received from LCC includes a top-up payment for the Autumn term of £5,984.44. Funding was topped up to match Autumn 2019 attendance levels in recognition of the drop in occupancy rates across the Early Years sector due to the Coronavirus pandemic. The true Early Education Funding (3/4Y) total is therefore £59,748.47. A one-off "Covid payment" of £1,000 was also received from LCC as additional Early Education Funding.
- (3) The EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged three and four year olds. It equates to £0.53 per hour per eligible child.
- (4) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

Wages	(£9.02)
Training	(£48.76)
Postage, Stationery & Printing	(£3.23)
Equipment	(£36.98)
	(£97.99)
2020 AEN Restricted Fund b/f	£1,037.32
2020/21 Disability Access & Inclusion Funds	£0.00
2021 AEN Restricted Fund c/f	£939.33

- (5) Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

Training	(£193.48)
Equipment	(£46.09)
	(£239.57)
2020 EYPP Restricted Fund b/f	£679.51
2020/21 EYPP	£278.25
2021 EYPP Restricted Fund c/f	£718.19

- (6) No rent was charged by *Over Kellet Village Hall* during the enforced Coronavirus pandemic closure so the 2020 total was lower than projected.
- (7) The "race-track" play area in the Village Hall's garden is in urgent need of resurfacing. A fund is designated for this purpose but the Coronavirus pandemic has disrupted fundraising efforts.

2020 Designated Fund b/f	£1,169.11
2020/21 Donations	£161.90
2020/21 Special Efforts	(£9.51)
2021 Designated Fund c/f	£1,321.50

- (8) LCC did not charge a Setting Service Guarantee fee for the first two quarters of the 2020 tax year due to the financial impact of the Coronavirus pandemic on Early Years settings. Consequently, this year's total is high because it includes the fee for six quarters (October 20 to March 22).



Chair's Report

Another difficult year has passed by for playgroup, along with all other educational settings. While the Coronavirus (Covid-19) pandemic has continued to have an impact on our setting, it is a relief that this year has not seen any further enforced closures. Playgroup opened in September with protective measures in place and remained open as per guidelines during both the November and January/February national lockdowns and the trustees are very grateful to the hard work of staff for ensuring playgroup stayed open throughout. This has not been an easy task with daily emails from the Department of Education with the latest advice to be understood, implemented and communicated to parents. We have been very fortunate not to see any spread of infection at Playgroup throughout the year to the end of summer term 2021. However, we have missed meeting parents and carers inside the hall and look forward to further easing of restrictions and a return to normal interactions.

The trustees are very appreciative of all the staff's efforts at this challenging time, in particular their calm and positive approach, flexibility with work hours and determination to maintain high standards of education and care. Our Early Years teacher and manager, Lynsey, has kept the team motivated and parents informed while ensuring the continuation of fun and stimulating activities for the children. We sincerely thank her for her tireless efforts and enthusiasm.

As yet, the biweekly Enjoy-a-Ball coaching sessions have not been able to restart. Also, school could understandably not re-open the pre-school sessions on Monday afternoons. We did however manage two afternoon sessions for the pre-schoolers at school before they moved up and before and after school provision continued to be accessible to our children throughout if required.

This year we said goodbye to the long-serving head teacher at Wilson's Endowed Primary School, Jo Williams. The trustees are enormously grateful to her for the assistance and support she has offered Playgroup over many years, particularly at difficult times and during the pandemic to ensure key worker parents could continue to work. We wish her well in future endeavours. We welcome the new head teacher Darren Newiss. We hope to build a similar relationship so playgroup staff can continue the excellent work they do to prepare the children for school and the pre-school sessions which are hugely beneficial to the children, and they really enjoy can continue.

The trustees are very grateful to the Withers Trust for its generosity in contributing £1,000 this year towards our Hall hire costs. We would also like to thank the village hall for all their support as always and accommodating our playgroup allowing it to be an asset to the village.

As always, the trustees recognise the value of training and staff development with £1,040 being spent on a great range of courses - including Storytelling, Parental Engagement, Wellbeing, Reading, First Aid, Exploring Awe & Wonder, Behaviour and the new Statutory Requirements for the EYFS. Investing in training and staff themselves motivates and brings out the best in them as individuals, which will then reflect onto the children's experiences and education. One of our brilliant members of staff Kirsty is also pursuing a Level 3 Apprenticeship and we intend to fully support her with this worthy goal. A thank you to Rachel for all her hard work with SENCo and persevering in what can be a challenging area. We will support Rachel with whatever she needs to carry out this role as her skills and experience in this area are of huge benefit to the children whose needs require extra support.



Unfortunately, Coronavirus restrictions meant that we couldn't hold our usual Open Afternoons this year and fundraising efforts have been at a standstill. Despite this, the trustees have again carried forward a special efforts designated fund which should eventually enable the resurfacing of the "race-track" play area in the garden. £1,321.50 has been raised so far and any special efforts next year will continue to contribute to this designated fund. The play surface is deteriorating but two grant applications and appeals to local businesses for assistance have been unsuccessful. This will become a priority for the coming year to ensure the children can continue to enjoy the all-weather outdoor area.

A thank you must also go to parents for complying with NHS track and Trace requirements, Department of Education requirements and the government's continually changing advice as the course of the pandemic changed. This allowed playgroup to run smoothly without any disruption to our children's early years education. Also thank you to the children who adapt to anything thrown at them with smiles on their faces, we hope this year can be even more back to normal for them.

Lastly a big thank you goes to one of our trustees who is standing down, Lesley Gee. Lesley came onto the committee with a wealth of education experience and her ideas and knowledge have been of huge benefit to the committee, staff and playgroup. We are very grateful for all her help and advice she has given us with the village hall and in particular with staff appraisals. Lesley has put a lot of work into these and ensuring staff have goals to motivate them for the future year alongside Lynsey's targets. We wish you all the best in all your other commitments and we will continue to work alongside you in your other village committee roles.

Zoe Midgley