

Registered Charity Number  
1032297

Playtimes

Report and Accounts

31 March 2021

**Playtimes**  
**Report and accounts**  
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## **Playtimes**

### **The report of the trustees for the year ended 31 March 2021**

#### **Introduction**

The trustees present their annual report and accounts for the year ended 31st March 2021.

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2021 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

#### **Name, registered office and constitution of the charity**

The full name of the charity is Playtimes. It was previously known as Ellington, Spaldwick and District Under-5's Group. The charity merged with Spaldwick After School Club in 2014.

The legal registration details are :-

Date of formation	5th December 1991
The Principal Office is	Ferriman Road, Spaldwick, Huntingdon, Cambs, PE28 0TQ
Charity Registration Number	1032297
The telephone number is	01480 890077

#### **Objectives and Activities of the Charity**

To enhance the development and education of children under statutory school age and provide wrap-around care for school age children by encouraging parents to understand and provide for the needs of their children through community groups.

#### **The charity's aims including the changes or differences it seeks to make through its activities and the public benefit that is provided.**

The aims of the Pre-school are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups, and to enhance the education and provide for the recreation of children of school age by making facilities and services available to them during out of school hours and school holidays, and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

#### **An explanation of the charity's main objectives for the year.**

The main objectives are the provision of a safe, secure and stimulating environment and to work within the appropriate framework that ensures equality of opportunity for all children and families.

### **An explanation of the charity's strategies for achieving its stated objectives.**

The strategy is to acquire funding, through fees and grants, in order to support the staff and premises necessary for the work to continue.

### **Details of significant activities (including its main programmes, projects, or services provided) that contribute to the achievement of the stated objectives.**

In fulfilling its aim of providing a safe, secure and stimulating environment, the playgroup has provided 25 places per session (2 sessions per day) to local families. We also provide a breakfast club for children aged 2 to 11 years (maximum 25 places) from 8am to 9am with a healthy breakfast provided, an after school club (S-Club) for children aged 4 to 11 years (maximum 40 places) and a Holiday Club for children aged 2 to 11 years (maximum 40 places) that runs for 9 weeks during school holidays and on all school training days.

### **The contribution of volunteers**

The Charity has a parent committee of 7 trustees, all of whom are volunteers, and utilises the services of up to 8 paid staff at any one time on a regular basis.

### **Summary of main activities of the charity in relation to its objects**

Children may join playgroup when they are 2 years of age. The aim of the playgroup is to provide a happy, safe and stimulating environment in which pre-school children can play together on a regular basis.

Each session is planned and includes play activities that help progress the children's learning and development in each of the areas covered by the Revised Early Years Foundation Stage 2012. These are Personal, Social and Emotional Development, Communication and Language, Mathematics, Understanding of the World, Physical development, Expressive Arts and Design and Literacy. Children are encouraged through play to use all their senses to explore the world around them. We provide safe and stimulating opportunities, using encouragement and praise for effort. Success breeds success! A drink and fresh fruit (provided by parents) are offered to children.

Children attending Spaldwick Community Primary School may attend the after school club, known as S-club and any child aged 4 to 11 may attend the Holiday Club. The aim of the after school club is to provide a happy, safe and stimulating environment in which school age children can relax and have fun out of school. Both clubs follow the Playwork principles.

### **Achievements and Performance of the Charity**

#### **A review of charitable activities undertaken by the charity**

The staff of the Charity has continued to offer quality childcare within the framework that ensures equality of opportunity for all children and families. Over the academic year 55 families have been able to access the sessions that Playtimes offers.

#### **Fundraising activities**

The charity has had some business areas supported by grants from Early Years and Childcare. There are regular fundraising events including the Easter Bonnet Parade.

## **Factors relevant to the achievement of the charity's objectives**

To remain a self-sustainable enterprise. To achieve a good working relationship with the staff and volunteers. To continue to access new funding streams successfully, so we can continue our capital development programme. To continue to interact with the community.

## **Summary of the main achievements of the charity during the year**

Our interim Manager Sophie Clark has been committed to implementing the Early Years Foundation Stage within the setting, which continually improves the quality of the provision by extending children's learning and staff development. In addition she is committed to implementing the Playwork principles in out of school care.

## **Structure, Governance and Management**

### **Nature of the Governing Document and constitution of the charity**

The Charity is an unincorporated association governed by a constitution. Eligibility for membership of the charity, and membership of the board of trustees is governed by the constitution. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

### **The methods adopted for the recruitment and appointment of new trustees**

New trustees are recruited from Playtimes parents. The appointment of new trustees is proposed by the trustees and ratified at the annual general meeting by the members.

### **The policies and procedures adopted for the induction and training of trustees.**

Prior to our Annual General Meeting parents are invited to nominate themselves or other parents for positions on the committee. Mini job descriptions are provided so that parents can make an informed choice. Should they be appointed they are required to complete Members Eligibility forms and a Members Pledge form. The top 3 members of the committee (Chair, Secretary and Treasurer) are required to sign the Land Lease.

A handover between old and new committee members will take place and any training courses that are needed will be organised.

### **The organisational structure of the charity and how decisions are made.**

The Charity has a Management Committee of 7 volunteer members who have overall control and responsibility for policy and decision making.

The day to day management and responsibility for implementing policies is carried out by a Manager. There are 8 part time employees.

### **Membership of a wider network**

The Charity has no responsibility for, nor is it answerable to, any other organisation.

## **Relationships between the charity and related parties, including its subsidiaries**

Other than the Trustees and those persons connected with them there are no individuals who are related parties. Details of transactions with related parties are shown in the notes to the accounts. This includes remuneration and expenses paid to Trustees.

## **The major risks to which the charity is exposed and reviews and systems to mitigate risks**

The charity is open to the usual financial risks of any organisation, and the charity has introduced controls to minimise these risks, such as two signatures being required for payments from the bank account. In addition, the accounts are regularly explained to members of the charity and are open for member's inspection at any time.

## **Relationships with other groups, charities and individuals**

The playgroup has developed working links with a number of statutory and local voluntary agencies.

## **Financial Review**

### **Policies on reserves**

The trustees have resolved to establish reserves to provide for future activities, and to provide funding for any unexpected losses in the future.

The policy on reserves is that the existing assets are retained to produce income which is wholly utilised to support existing activities. There is no intention in the long term to either increase or decrease the capital significantly. This policy is justified in that it is necessary to preserve income at the present levels in order to maintain the activities of the charity.

### **Principal funding sources and how expenditure in the year under review has supported the key objectives of the charity.**

Principal funding sources are the Early Years & Childcare, Government Pre-school vouchers, fees and fundraising.

The funding obtained during the year has enabled improvements to the pre-school facilities, new toys and equipment.

### **Availability and adequacy of assets of each of the funds**

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

### **Transactions and Financial position**

The financial statements are set out on pages 9 to 16. As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show net incoming resources for the year of a revenue nature of £1,343 (2020: incoming resources £5,486).

The total reserves at the year end stand at £258,419 (2020: £257,076).

A majority of the expenditure is spent on management and administration.

### **Specific changes in fixed assets**

Changes in fixed assets are shown in detail in the notes to the accounts.

### **Plans for Future Periods**

Plans for the future include the possibility of starting offering hot lunches to playgroup children.

### **The name of the Chief Executive Officer and other senior staff member(s) to whom day to day management of the charity is delegated by the charity trustees.**

Camilla Luard (Committee Chair), Amy Blake (Secretary), Lesley Cundy (Treasurer), Zoe Cossins (Manager), Michelle Rider (Administrator).

### **The members of the Board of Trustees of the Charity during the year ended 31st March 2021 were :-**

Camilla Luard  
Amy Blake  
Lesley Aimers  
Kelly Dawkes  
Michelle Rider  
James Glover  
Tirzah Elliott  
Clare Burns

At the Annual General Meeting all retire, but are eligible for reappointment.

### **The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-**

Camilla Luard  
Amy Blake  
Lesley Aimers  
Kelly Dawkes  
Michelle Rider  
James Glover  
Tirzah Elliott  
Clare Burns

### **Bankers**

Lloyds TSB

### **Independent Examiner**

Jonathan Essam  
Chartered Accountant  
23 Cottingham Way  
Thrapston  
Northants  
NN14 4PL

## **Statement of Trustees' Responsibilities**

Charity Law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 16 November 2021

C Luard  
Chair



## **Playtimes**

### **Independent Examiner's Report to the trustees of the charity**

#### **Report of the Independent Examiner to the trustees on the accounts of the Charity for the period ended 31 March 2021**

I report on the financial statements of the Charity for the year ended 31st March 2021 which are set out on pages 9 to 16.

#### **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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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.

Jonathan Essam  
Chartered Accountant

The Examiner's relevant professional qualification or body: ICAEW

23 Cottingham Way  
Thrapston  
Northants  
NN14 4PL

The date upon which my opinion is expressed is :-  
16 November 2021

**Playtimes**  
**Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2021 £	2021 £	2021 £	2020 £
<b>Incoming resources</b>				
<i>Incoming resources from generated funds</i>				
Voluntary Income	10,000	13,484	23,484	2,018
Activities for generating funds	563	-	563	3,071
Investment Income	7	-	7	1
<i>Incoming resources from charitable activities</i>	58,052	-	58,052	89,419
<b>Total incoming resources</b>	<b>68,622</b>	<b>13,484</b>	<b>82,106</b>	<b>94,509</b>
 <i>Costs of charitable activities</i>	 66,739	 13,484	 80,223	 88,483
<i>Governance costs</i>	540	-	540	540
<b>Total resources expended</b>	<b>67,279</b>	<b>13,484</b>	<b>80,763</b>	<b>89,023</b>
 <b>Net incoming resources before transfers between funds</b>	 1,343	 -	 1,343	 5,486
 <b>Net movement in funds</b>	 1,343	 -	 1,343	 5,486
 <b>Reconciliation of funds</b>				
 <i>Total funds brought forward</i>	 257,076	 -	 257,076	 251,590
<b>Total Funds carried forward</b>	<b>258,419</b>	<b>-</b>	<b>258,419</b>	<b>257,076</b>

All activities derive from continuing operations

**Playtimes  
Balance Sheet  
as at 31 March 2021**

	Notes	£	2021 £	£	2020 £
<b><i>The assets and liabilities of the charity :</i></b>					
Tangible assets	7		221,145		221,145
<b><i>Total fixed assets</i></b>			<u>221,145</u>		<u>221,145</u>
<b>Current assets</b>					
Debtors and prepayments		541		1,444	
Cash at bank and in hand		37,273		35,567	
<b>Creditors:-</b>					
amounts due within one year	8	(540)		(1,080)	
<b><i>Net current assets</i></b>			<u>37,274</u>	<u></u>	<u>35,931</u>
<b><i>Total assets less current liabilities</i></b>			<u>258,419</u>		<u>257,076</u>
<b>Net assets</b>			<u><u>258,419</u></u>		<u><u>257,076</u></u>
<b><i>The funds of the charity :</i></b>					
<b>Unrestricted income funds</b>					
Unrestricted revenue accumulated funds		75,045		73,702	
<b>Unrestricted capital funds</b>					
Designated fixed asset funds		<u>183,374</u>		<u>183,374</u>	
<b>Total unrestricted funds</b>			258,419		257,076
<b>Total charity funds</b>			<u><u>258,419</u></u>		<u><u>257,076</u></u>
<b>Approved on behalf of the Board of Trustees:</b>					

**C Luard  
Trustee  
Approved by the Trustees on 16 November 2021**

**Playtimes**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

**1 Accounting policies**

***Basis of preparation of the accounts***

The financial statements have been prepared in accordance with the provisions of the Charities Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

The particular accounting policies adopted are set out below.

***Accounting convention***

The financial statements are prepared, on a going concern basis, under the historical cost convention.

***Incoming Resources***

Incoming resources are accounted for on a receivable basis

***Investment Income***

Bank interest is included in the income and expenditure account on a receivable basis.

***Recognition of liabilities***

Liabilities are recognised on the accruals basis in accordance with normal accounting principles.

***Resources Expended***

Expenditure is recognised on an accrual basis as a liability is incurred.

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

***Costs of generating funds***

These are the costs of fundraising activities.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

***Governance costs***

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountant's fees and costs linked to the strategic management of the charity.

***Allocation of costs within types of resources expended***

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in the notes to the accounts.

**Playtimes**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

***Fixed assets and depreciation***

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings are stated at cost.

Items of less than £250 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their estimated residual value) over their estimated useful economic lives.

Plant and machinery                      25% straight line

***Taxation***

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities

**2 Winding up or dissolution of the charity**

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

<b>3 Surplus for the financial year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>This is stated after crediting :-</b>		
<b>Revenue Turnover from ordinary activities</b>	<b>82,099</b>	<b>94,508</b>
<b>and after charging:-</b>		
Pension costs	647	2,191
Independent Examiner's Fees	540	540

**4 Statement that no expenses were paid to trustees or connected persons**

No expenses were paid to trustees or persons connected with them.

<b>5 Investment Income</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other bank deposit interest received	7	1

**Playtimes**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>6 Staff Costs and Emoluments</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Gross Salaries	65,695	69,374
Pension Contributions	647	2,191
	<u>66,342</u>	<u>71,565</u>

<b>Numbers of full time employees or full time equivalents</b>	<b>2021</b>	<b>2020</b>
Engaged on charitable activities	<u>8</u>	<u>8</u>

There were no fees or other remuneration paid to the trustees  
There were no employees with emoluments in excess of £60,000 per annum

<b>7 Tangible functional fixed assets</b>	<b>Leasehold Land and Buildings £</b>	<b>Plant and equipment £</b>	<b>Total £</b>
<b>Asset cost, valuation or revalued amount</b>			
At 1 April 2020	221,145	14,086	235,231
Additions	-	-	-
At 31 March 2021	<u>221,145</u>	<u>14,086</u>	<u>235,231</u>
<b>Accumulated depreciation and impairment provisions</b>			
At 1 April 2020	-	14,086	14,086
At 31 March 2021	<u>-</u>	<u>14,086</u>	<u>14,086</u>
<b>Net book value</b>			
At 31 March 2021	<u>221,145</u>	<u>-</u>	<u>221,145</u>
At 31 March 2020	<u>221,145</u>	<u>-</u>	<u>221,145</u>

<b>8 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accrued expenses	540	1,080
	<u>540</u>	<u>1,080</u>

**Playtimes**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2021	2021	2021	2020
	£	£	£	£
<b>Incoming Resources</b>				
<b>Voluntary Income</b>				
<b>Grants, legacies and donations</b>				
<b>Incoming resources of a revenue nature</b>				
HMRC: Job Retention Scheme grant	-	13,484	<b>13,484</b>	-
County Council grant	10,000	-	<b>10,000</b>	-
Donations	-	-	-	2,018
<b>Total Grants, Legacies &amp; Donations Received</b>	<b>10,000</b>	<b>13,484</b>	<b>23,484</b>	<b>2,018</b>
<b>Total Voluntary Income</b>	<b>10,000</b>	<b>13,484</b>	<b>23,484</b>	<b>2,018</b>
<b>Activities for generating funds</b>				
Fundraising activities	563	-	<b>563</b>	<b>3,071</b>
<b>Total of activities for generating funds</b>	<b>563</b>	<b>-</b>	<b>563</b>	<b>3,071</b>
<b>Investment Income</b>				
Other bank deposit interest received	7	-	7	1
<b>Total Investment Income</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>1</b>
<b>Incoming resources from charitable activities</b>				
Primary purpose trading	58,052	-	<b>58,052</b>	89,419
	<b>58,052</b>	<b>-</b>	<b>58,052</b>	<b>89,419</b>
<b>Total Incoming Resources</b>	<b>68,622</b>	<b>13,484</b>	<b>82,106</b>	<b>94,509</b>



**Playtimes**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2021	2021	2021	2020
	£	£	£	£
<b>Costs of generating funds</b>				
<b>Charitable expenditure</b>				
<i><b>Costs of activities in furtherance of the charity's objectives</b></i>				
Cost of goods for primary purpose trading	2,510	-	2,510	3,188
	<b>2,510</b>	<b>-</b>	<b>2,510</b>	<b>3,188</b>
<i><b>Management and administration costs</b></i>				
<i><b>in support of charitable activities</b></i>				
<i><b>Direct support costs</b></i>				
Gross wages and salaries - charitable activities	52,211	13,484	65,695	69,374
Pension contributions charitable employees	647	-	647	2,191
	<b>52,858</b>	<b>13,484</b>	<b>66,342</b>	<b>71,565</b>
<i><b>Employee costs:</b></i>				
Training and welfare	1,329	-	1,329	1,435
	<b>1,329</b>	<b>-</b>	<b>1,329</b>	<b>1,435</b>
<i><b>Premises Costs</b></i>				
Rates, water and service charges	414	-	414	2,170
Insurance	1,444	-	1,444	1,321
Light and heat	2,375	-	2,375	2,846
Cleaning	1,043	-	1,043	315
Premises repairs and renewals	3,479	-	3,479	3,919
	<b>8,755</b>	<b>-</b>	<b>8,755</b>	<b>10,571</b>
<i><b>General administrative expenses:</b></i>				
Telephone and internet	513	-	513	601
Subscriptions	774	-	774	1,123
	<b>1,287</b>	<b>-</b>	<b>1,287</b>	<b>1,724</b>
<b>Total Support costs</b>	<b>64,229</b>	<b>13,484</b>	<b>77,713</b>	<b>85,295</b>
<b>Total Expended on Charitable Activities</b>	<b>66,739</b>	<b>13,484</b>	<b>80,223</b>	<b>88,483</b>

**Playtimes**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2021	2021	2021	2020
	£	£	£	£
<b><i>Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work (including management and administration costs)</i></b>				
<b><i>Specific governance costs</i></b>				
Independent Examiner's Fees	540	-	540	540
<b>Total governance costs</b>	<b>540</b>	<b>-</b>	<b>540</b>	<b>540</b>