

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Day 01	Month 09	Year 2019		Day 31	Month 08

Section A Reference and administration details

Charity name	West Wycombe Preschool Playgroup		
Other names charity is known by			
Registered charity number (if any)	1033562		
Charity's principal address	School House		
	Church Lane		
	West Wycombe BUCKS		
Postcode	HP143AH		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Chester	Chair		
2	Ellen Carter	Treasurer		
3	Helen Porter-Durran	Secretary		
4	Stephanie Dow	Fundraiser		
5	Natasha Rever	Fundraiser		
6	Gemma Gilles	Safe Guarding Officer		
7	Karen House	Fire Safety Officer		
8	Kerrie Thorose			
9	Toni Jade Gill			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution Adopted 17/9/91 Amended 16/1/2007, 2/2013, 12/2016
How the charity is constituted (eg. trust, association, company)	Voluntary Management Committee
Trustee selection methods (eg. appointed by, elected by)	Appointed by Existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide care and education for children between the ages of 2 and 5 years old. We follow guidelines set out by Ofsted and the Early Years Foundation Stage to ensure children achieve their full potential in Preparation for school. We offer a safe, fun, and stimulating preschool for children of all backgrounds, regardless of race, religion, culture or disabilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

All sessions are planned in accordance with guideline set by Ofsted to ensure all areas of EYFS curriculum are covered. All activities we offer are available to all children in our setting. Each child is allocated a keyworker whom alongside the children parent/carer ensure they are achieving their full potential. Staff meet regularly to evaluate sessions and plan activities based on the needs and interests of children attending. Key workers will visit other settings of children that attend other settings. As part of the EYFS guide we also do 2-year home visits and complete a folder for each child who attends. We also liase with future reception schools to work with them for the benefit of each child. All staff are encouraged to attend training courses such as food hygiene, first aid and foundation in early years.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year is our third year at School House. We joined the committee with our finance very low with outstanding bills. We have managed to implement new rules and procedures and get our finances back on track.

Fundraising

Autumn Term we raised over £2500 by fundraising. From Halloween Disco, Cake Sales, Jumble Sale, Book Sales, Bottle Tombolo and our successful Winter Raffle.

Spring Term we had cake sales and Family Photo Shoot sessions. We had organised a Joules Second Sale but due to Covid this has been postponed until 2021.

Summer Term, despite Covid we have managed to raise some money from doing a Sponsored Walk and Bags 2 School Collection.

Grants

Our treasurer has applied for numerous of grants which have helped our preschool both financial and also to fund projects to improve School House and buy new equipment for Preschool

Covid – 19

Our amazing staff team went above and beyond in this time, to ensure that Children at home, had activities to do, from downloading work sheets, to our Toilet Roll Challenge Video, as well Story time for the children. We remained open for Key Children throughout. When we open our doors to all our families again in June, the staff worked incredibly hard to ensure Preschool was a safe and welcoming place for our children to return to.

School House

We have worked with our landlord to improve our lovely Preschool, with a brand new picket fence on the drive enabling our closed drive to be used as a scooter and bike area, we received a grant for a new patio area. We have some talented staff who have upcycled furniture and created lovely items for our Preschool. We had a new mud kitchen donated which the children love.

Working with the community

This year we have been involved lots with our community. our walks around the village to post our letters home, to visits to butchers, muddy walks in West Wycombe Park, visits to the Church for Christmas Carols. George & Dragon pub chose us as their charity of the year and donated funds to the preschool, also their award winning Chef came and taught the children how to make Pancakes on shrove Tuesday.

Section E Financial review

Brief statement of the charity's policy on reserves

Preschool's contingency fund is held in a separate savings account. These funds are the amount required for redundancy of staff and one terms expenditure of rent should or income drop or drastically reduce. Any excess income will continually go into contingency to top up reserves to ensure we are still within policy and ensure the village and community has a preschool for many years to come.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle source of income is through local council funding of 15 and 30 hours free childcare for 2,3,4 year olds. We also receive income from those families who go beyond their government entitlement.

Our expenditure has provided the children with an outstanding setting and excellent learning opportunities by using fun equipment and having highly trained and enthusiastic staff. Staff go above and beyond with their planning to keep children engaged and show a real passion to capture children's imagination and to ensure they are learning and enjoy their time at preschool. We continue to pride ourselves on providing staff training when possible to keep them engaged with their professions and up to date with any new developments in early years education.

Section F Other optional information

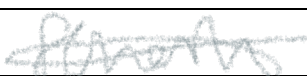
As in previous years, the level of responsibility that parents as volunteer committees are required to assume can be onerous, especially as often there is an entirely new committee each year as children move onto different schools. We have been lucky to have some members that continue to dedicate their time and therefore provide a solid base when recruiting new members. There is a plan in place for the summer months to ensure that incoming members are well informed and ready to hit the ground come September to best support the preschool, the supervisor and staff.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Susan Chester

Position (eg Secretary, Chair, etc)

Chair

Date

1/09/2020



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
WEST WYCOMBE PRESCHOOL PLAYGROUP

On accounts for the year
ended

31/08/2020

Charity no
(if any)

1033562

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 31/08/2020.

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:

1/7/21

Name:

JEFFREY DAVID GUY

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

Address:

6 PORTWAY DRIVE

HIGH WYCOMBE

BUCKS, HP12 4AU

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name WEST WYCOMBE PRESCHOOL PLAYGROUP	CC16 form 1033562
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CC16a

Receipts and payments accounts

For the period from	Period start date 9/1/2019	To	Period end date 8/31/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Government Funding	102,999	-	-	102,999	98,290
Fees from Parents	19,267	-	-	19,267	19,377
Donations	1,020	-	-	1,020	660
Fundraising	4,066	-	-	4,066	3,458
Grants received	10,000	18,862	-	28,862	-
Gift Aid received	224	-	-	224	-
Misc / Refunds	16	-	-	16	4,000
Interest Received	3	-	-	3	9
General training	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	137,594	18,862	-	156,456	125,793
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	137,594	18,862	-	156,456	125,793
A3 Payments					
Salaries and associated costs	93,106	6,262	-	99,368	101,737
Training	486	-	-	486	4,049
Rent and Premises	23,962	-	-	23,962	14,263
Food and Drink	692	-	-	692	745
Equipment and Materials	1,690	-	-	1,690	2,767
Office and Admin	4,121	-	-	4,121	4,884
Fundraising Expenses	1,063	-	-	1,063	1,167
Misc	42	-	-	42	1,568
Employee	-	-	-	-	28
Grant Spending	1	10,123	-	10,124	-
	-	-	-	-	-
Sub total	125,162	16,385	-	141,547	131,208
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	125,162	16,385	-	141,547	131,208
Net of receipts/(payments)	12,432	2,477	-	14,908	- 5,415
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,520	-	-	24,520	29,935
Cash funds this year end	36,951	2,477	-	39,428	24,520

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	19,544	2,477	-
	Savings Account	12,433	-	-
	Fundraising	857	-	-
	Training	3,991	-	-
	Petty Cash	27	-	-
	Paypal giving fund uk - pending transfer	100	-	-
	Cash pending Banking	-	-	-
	Total cash funds	36,951	2,477	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors - Employee	12	-	-
	Debtors - Parents	887	-	-
	Payroll taxes - refund due	1,663	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Payroll Taxes	Unrestricted	-	
	Pension contributions	Unrestricted	172	
	Suppliers	Unrestricted	79	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	E Carter	E CARTER	29/6/21	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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Relevant professional
qualification(s) or body
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Address:

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			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
E Carter	E CARTER	29/6/21